



FLUVANNA COUNTY BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

Circuit Courtroom, Fluvanna Courts Building

June 20, 2024 at 6:00 pm

TAB	AGENDA ITEMS
1 - CALL TO ORDER	
2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE	
3 – ADOPTION OF AGENDA	
4 – COUNTY ADMINISTRATOR’S REPORT	
5 – PUBLIC COMMENTS #1 (5 minutes each)	
6 – APPOINTMENTS	
7 – PRESENTATIONS (normally not to exceed 10 minutes each)	
8 – ACTION MATTERS	
A	Position Upgrades for the Commissioner of the Revenue’s Office – Mel Sheridan, Commissioner of the Revenue
B	Preliminary Engineering Report Proposal for the Pleasant Grove Park Expansion of Water and Sewer – Dan Villhauer, Vice President - Dewberry
C	Preliminary Engineering Report Proposal for the Fluvanna Women’s Correctional Center – Dan Villhauer, Vice President - Dewberry
D	JAUNT Annual Shareholders Meeting Proxy Designation – Eric Dahl, County Administrator
9 – PUBLIC HEARING	
E	Public Hearing to Amend Section 9-2-2 and 9-2-4 of the County Code Increase FUSD Water Rates and Charges – Dan Whitten, County Attorney
F	Public Hearing to Increase Building Inspection Fees – Dan Whitten, County Attorney; Andy Wills, Building Official
10 – CONSENT AGENDA	
G	Minutes of June 5, 2024 – Caitlin Solis, Clerk to the Board
H	Clerk of the Circuit Court Position Descriptions
I	Accounts Payable Report for May 2024 – Theresa McAlister, Management Analyst
J	Approval of Advisory Services Contract with Raymond, James & Associates – Dan Whitten, County Attorney
11 – UNFINISHED BUSINESS	
	TBD
12 – NEW BUSINESS	
	TBD
13 – PUBLIC COMMENTS #2 (5 minutes each)	

Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.

14 – CLOSED MEETING

TBD

15 – ADJOURN



County Administrator Review

PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,
of the United States of America,
and to the Republic for which it stands,
one nation, under God, indivisible,
with liberty and justice for all.

GENERAL RULES OF ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

RULES OF PROCEDURE FOR PUBLIC HEARINGS

1. PURPOSE
 - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
 - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
 - Speakers should approach the lectern so they may be visible and audible to the Board.
 - Each speaker should clearly state his/her name and address.
 - All comments should be directed to the Board.
 - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
 - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
 - Speakers with questions are encouraged to call County staff prior to the public hearing.
 - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
 - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
 - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
 - Further public comment after the public hearing has been closed generally will not be permitted.

Fluvanna County is committed to providing an excellent quality of life for our citizens and businesses through the efficient delivery of core services and programs, while preserving the unique identity and rural character of the County.

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB A

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Position Upgrades for the Commissioner of the Revenue's Office				
MOTION(s):	<p><u>Motion #1:</u> I move the Board of Supervisors (approve/deny/defer) the position upgrade of a Full-time Deputy Commissioner of the Revenue II, to a Full-time Deputy Commissioner of the Revenue III in the Commissioner of the Revenue's office for FY25 at a cost of \$5,156.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p> <p><u>Motion #2:</u> I move the Board of Supervisors (approve/deny/defer) the position upgrade of a Full-time Deputy Commissioner of the Revenue III, to a Full-time Deputy Commissioner of the Revenue IV in the Commissioner of the Revenue's office for FY25 at a cost of \$5,692.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p> <p><u>Motion #3:</u> I move the Board of Supervisors (approve/deny/defer) the position realignment for the Full-time Deputy Commissioner of the Revenue IV due to compression in the Commissioner of the Revenue's office for FY25 at a cost of \$5,153.00, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p> <p><u>Motion #4:</u> I move the Board of Supervisors (approve/deny/defer) the position upgrade of a Full-time Chief Deputy Commissioner of the Revenue I, to a Full-time Chief Deputy Commissioner of the Revenue II in the Commissioner of the Revenue's office for FY25 at a cost of \$3,720.00 for salary and benefits, with funding to come from the FY25 BOS Contingency budget and further approve the amended position description.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Mel Sheridan, Commissioner of the Revenue and Donna Snow, Director of Human Resources				
PRESENTER(S):	Mel Sheridan, Commissioner of the Revenue and Donna Snow, Director of Human Resources				
RECOMMENDATION:	Approve				
TIMING:	Effective for the first pay period in FY25.				

DISCUSSION:	<p>This request is for position upgrades and realignments for the following positions and to update position descriptions for:</p> <ul style="list-style-type: none">• A current Deputy Commissioner of the Revenue II moves to a Deputy Commissioner of the Revenue III;• A current Deputy Commissioner of the Revenue III moves to Deputy Commissioner of the Revenue IV.• A current Deputy Commissioner of the Revenue IV remains in the position.• The current Chief Deputy Commissioner of Revenue I moves to Chief Deputy Commissioner of the Revenue II; <p>These updates and requests are driven by the roles and responsibilities within the office.</p> <p>These requests do not change the amount of staff for the office, rather it changes the skill level of the positions in the office (see the below chart)</p>																																													
	<table><tr><th>Current</th><th>Deputy I</th><th>Deputy II</th><th>Deputy III</th><th>Deputy IV</th><th>Chief Deputy I</th><th>Chief Deputy II</th><th>Comm. of the Revenue</th><th>Total</th></tr><tr><td></td><td>0</td><td>1</td><td>1</td><td>1</td><td>1</td><td>0</td><td>1</td><td>5</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><th>Request</th><th>Deputy I</th><th>Deputy II</th><th>Deputy III</th><th>Deputy IV</th><th>Chief Deputy I</th><th>Chief Deputy II</th><th>Comm. of the Revenue</th><th>Total</th></tr><tr><td></td><td>0</td><td>0</td><td>1</td><td>2</td><td>0</td><td>1</td><td>1</td><td>5</td></tr></table>	Current	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Comm. of the Revenue	Total		0	1	1	1	1	0	1	5										Request	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Comm. of the Revenue	Total		0	0	1	2	0	1	1	5
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	0	0	1	2	0	1	1	5																																						
FISCAL IMPACT:	<ul style="list-style-type: none">• The proposed position upgrade of a full-time Deputy Commissioner II to a full-time Deputy Commissioner III from pay-band 12 to pay band 14 is a 10% increase; the fiscal impact for the salary increase of the employee in the position will be \$4,380.27, plus benefits brings the total to \$5,156.00• The proposed position upgrade of a full-time Deputy Commissioner III to a full-time Deputy Commissioner IV from pay-band 14 to pay band 16 is a 10% increase; the fiscal impact for the salary increase of the employee in the position will be \$4,833.92, plus benefits brings the total to \$5,692.00• Increase the salary of a current Deputy Commissioner IV by 8%, to avoid compression with the addition of a new Deputy Commissioner IV in the office; the fiscal impact for the salary increase of the employee in the position will be \$4,377.44, plus benefits brings the total to \$5,153.00• The proposed position upgrade of a full-time Chief Deputy Commissioner I to a full-time Chief Deputy Commissioner II from pay-band 19 to pay band 20 is a 5% increase; the fiscal impact for the salary increase of the employee in the position will be \$3,160.08, plus benefits brings the total to \$3,720.00																																													
POLICY IMPACT:	None																																													
LEGISLATIVE HISTORY:	None																																													
ENCLOSURES:	<p>Deputy Commissioner of the Revenue III</p> <ul style="list-style-type: none">• Current Deputy Commissioner II Job Description• REDLINE – Deputy Commissioner III Job Description• CLEAN – Deputy Commissioner III UPDATED Job Description <p>Deputy Commissioner of the Revenue IV</p> <ul style="list-style-type: none">• Current Deputy Commissioner III Job Description• REDLINE – Deputy Commissioner IV Job Description																																													

	<ul style="list-style-type: none"> CLEAN – Deputy Commissioner IV (2 positions) UPDATED Job Descriptions <ul style="list-style-type: none"> Deputy COR IV – Tax Relief Program Coordinator Deputy COR IV – Finance and Land Use Program Coordinator <p>Chief Deputy of the Commissioner of the Revenue</p> <ul style="list-style-type: none"> Current Chief Deputy Commissioner of the Revenue I REDLINE – Chief Deputy Commissioner of the Revenue I DRAFT – Chief Deputy Commissioner of the Revenue II *New Position* 				
	Legal	Finance	Purchasing	HR	COAD
		X		X	X



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE II

Job Class #:	2040
Pay Grade:	12
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs semi-skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS

- Performs essential functions of Deputy Commissioner of the Revenue I.
- Prepares and maintains real and personal property tax records.
- Maintains database of public service utility assets; coordinates with the State Corporation Commission to ensure integration of fiscal assets; corresponds with utilities to obtain supplemental payments or abatements as may be necessary.
- Assists in the management of personal property databases, including tax relief coding; ensures accuracy of updates and maintenance of the DMV Book.
- Assists in interpreting, applying, and ensuring compliance with all applicable codes, ordinances, and laws
- Assists citizens in person by telephone, etc. with resolving conflicts; conducting database queries and completing applications.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of laws and policies associated with property ownership and taxation.
- Ability to prepare and maintain detailed financial records and reports.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated strong computer skills.
- Demonstrated strong customer service skills.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to high school graduation, supplemented by coursework in business, accounting, taxation, or related field
- One (1) year of experience in data management
- Two (2) years of customer service experience in an office environment

Preferred Qualifications:

- Associate's Degree in Business, Accounting, or related field of study
- Certified Master Deputy Commissioner of the Revenue

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.


SPECIAL REQUIREMENTS

- Notary Public

POST OFFER REQUIREMENTS

- Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019

<div><div></div><div>Fluvanna County, Virginia Department of Commissioner of the Revenue (COR) Job Description</div></div>	
DEPUTY COMMISSIONER OF THE REVENUE III	
Job Class #:	2030
Pay Grade:	14
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue
SUMMARY	
<p>Performs skilled clerical and technical work assisting with real estate and personal property databases. Manages the business personal property, Machinery & Tools and Transient Occupancy Tax databases. Assists in the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.</p>	
ESSENTIAL FUNCTIONS	
<ul style="list-style-type: none">Performs essential functions of Deputy Commissioner of the Revenue II.Obtains new plats and updates County tax map; transfers changes to originals and coordinates for digital changes to be completed for map adjustments.Conducts survey of deed transaction to identify property owners qualifying for land use programs; calculates land use values and coordinates appropriate taxing changes; generates roll back taxes; notifies property owners of application requirements and changes.Administers tax relief initiatives.Performs research in response to requests from property owners, potential property owners, appraisers, attorneys, mortgage lenders & outside Commissioner of Revenue Offices and Finance Departments, both in person and telephone/email providing information regarding title issues, prior land use, assessment history, determining situs of property.Manage the Business Personal Property Database to include but not limited to manually entering all assessment values for each Business into billing system along with entering them separately into the BPP database. Manually calculating all assessment values for businesses, to include manually assessing all Businesses that aren't compliant with County requirements and do not return the yearly Business Personal Property Return form.Perform research on all Leased Vehicles that are loaded into the billing system to ensure the classification of Business or Personal use so the correct PPTRA can be applied.Research and Discover any Business(s) operating in Fluvanna County so that they may become compliant with County Code in regards to Business Personal Property.Process Real Estate, Personal Property & Business Personal Property address changes that are submitted via in person, phone or electronically.Performs any abatements needed to correct tax bills for current or past tax payers for Personal Property & Business Personal Property. While working closely with all other Commissioner of Revenue Offices located throughout the Commonwealth.Submits Personal Property refund requests to the COR Chief Deputy for processing.	

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- Receive and respond to any FOIA requests that may come in, that pertain to the Commissioner of Revenues Office
- Conducts staff training on personal property program applications, applicable to position-
- Serves as customer service manager for the Commissioner's office,
- Serves as back up for Deputy IV responsibilities for inquires, applications & submissions.
- Performs related tasks as required.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of both state and local laws and policies associated with property ownership and taxation, affecting the classification of assessments, personal property, business personal property, transient occupancy tax & Real Estate.
- Ability to prepare and maintain detailed financial records, and reports, and databases,
- Working knowledge of Tyler Technologies (Munis)
- Working knowledge of VISION
- Working knowledge of Stonewall Technologies
- Working knowledge of DMV Mainframe, along with yearly re-certification,
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently & accurately,
- Ability to make sound judgments and decisions based on established office policies, state and county policies and the ability to explain those regulations to the public on a daily basis.
- Ability to resolve conflicts and disputes presented by customers
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated strong computer skills.

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ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Two (2) years of experience in data management
- Three (3) years minimum of customer service experience in an office environment

Preferred Qualifications:

- Demonstrated experience with GIS systems
- Prior Government experience in a Commissioner of the Revenue or Treasurer's office

- Certified Master Deputy Commissioner of the Revenue

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or

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~~constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.~~

SPECIAL REQUIREMENTS

- Notary Public, [FOIA Officer](#)

POST OFFER REQUIREMENTS

- Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR) Job
Description

DEPUTY COMMISSIONER OF THE REVENUE III

Job Class #:	2030
Pay Grade:	14
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs skilled clerical and technical work assisting with real estate and personal property databases. Manages the business personal property, Machinery & Tools and Transient Occupancy Tax databases. Assists in the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- Performs essential functions of Deputy Commissioner of the Revenue II.
- Performs research in response to requests from property owners, potential property owners, appraisers, attorneys, mortgage lenders and outside Commissioner of Revenue Offices and Finance Departments, both in person and by telephone/email providing information regarding title issues, prior land use, assessment history, determining situs of property.
- Manages the Business Personal Property Database to include but not limited to manually entering all assessment values for each business into billing system along with entering them separately into the BPP database. Manually calculating all assessment values for businesses, to include manually assessing all Businesses that are not compliant with County requirements and do not return the yearly Business Personal Property Return form.
- Performs research on all Leased Vehicles that are loaded into the billing system to ensure the classification of Business or Personal use so the correct PPTRA can be applied.
- Researches and discovers any business(es) operating in Fluvanna County so that they may become compliant with County Code in regards to Business Personal Property.
- Processes Real Estate, Personal Property and Business Personal Property address changes that are submitted via in person, phone or electronically.
- Performs any abatements needed to correct tax bills for current or past taxpayers for Personal Property and Business Personal Property, while working closely with all other Commissioner of Revenue Offices located throughout the Commonwealth.
- Submits Personal Property refund requests to the COR Chief Deputy for processing.
- Receives and responds to requests for records made through the Freedom of Information Act as may pertain to records maintained by the Commissioner of Revenues Office. Directs requester to appropriate offices when request is not for COR records.
- Conducts staff training on personal property program applications, applicable to position
- Serves as customer service manager for the Commissioner's office.
- Serves as back up for Deputy IV responsibilities for inquiries, applications, and submissions.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES			
<ul style="list-style-type: none"> • Thorough knowledge of state and local laws and policies , affecting the classification of assessments, personal property, business personal property, transient occupancy tax, and Real Estate. • Ability to prepare and maintain detailed financial records, reports, and databases. • Working knowledge of Tyler Technologies (Munis). • Working knowledge of VISION. • Working knowledge of Stonewall Technologies. • Working knowledge of DMV Mainframe, along with yearly re-certification. • Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. • Ability to make sound judgments and decisions based on established office policies, state and county policies, and the ability to explain those regulations to the public on a daily basis. • Ability to resolve conflicts and disputes presented by customers. • Ability to establish and maintain effective working relationships with associates and the general public. • Demonstrated strong computer skills. 			
ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
<u>Minimum:</u> <ul style="list-style-type: none"> • Any combination of education and experience equivalent to an Associate’s Degree in business, accounting, taxation, or related field • Two (2) years of experience in data management • Three (3) years minimum of customer service experience in an office environment <u>Preferred Qualifications:</u> <ul style="list-style-type: none"> • Demonstrated experience with GIS systems • Prior Government experience in a Commissioner of the Revenue or Treasurer’s office • Certified Master Deputy Commissioner of the Revenue 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<ul style="list-style-type: none"> • Office environment exposure to computer screens; sitting for prolonged periods of time. • Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds. • Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain. • Must be available to work some weekends and evenings for presentations, training, and meetings. • Must possess an appropriate driver’s license valid in the Commonwealth of Virginia. • Local travel may be required for meetings and presentations. 			
SPECIAL REQUIREMENTS			
<ul style="list-style-type: none"> • Notary Public, Freedom of Information Act (FOIA) Officer 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> • Background check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE III

Job Class #:	2030
Pay Grade:	14
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- Performs essential functions of Deputy Commissioner of the Revenue II.
- Obtains new plats and updates County tax map; transfers changes to originals and coordinates for digital changes to be completed for map adjustments.
- Conducts survey of deed transaction to identify property owners qualifying for land use programs; calculates land use values and coordinates appropriate taxing changes; generates roll back taxes; notifies property owners of application requirements and changes.
- Administers tax relief initiatives.
- Conducts staff training on personal property program applications.
- Serves as customer service manager for the Commissioner's office.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of laws and policies associated with property ownership and taxation.
- Ability to prepare and maintain detailed financial records and reports.
- Ability to resolve conflicts and disputes presented by customers
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated strong computer skills.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Two (2) years of experience in data management
- Three (3) years minimum of customer service experience in an office environment

Preferred Qualifications:

- Demonstrated experience with GIS systems
- Prior Government experience in a Commissioner of the Revenue or Treasurer's office

- Certified Master Deputy Commissioner of the Revenue

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Notary Public

POST OFFER REQUIREMENTS

- Background check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV – TAX RELIEF PROGRAM COORDINATOR

Job Class #:	1542
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of Deputy Commissioner of the Revenue III.
- May perform essential functions of Deputy Commissioner of the Revenue III.
- Provides administration support for the Commissioner of the Revenue.
- Maintains comprehensive knowledge of the state and local laws affecting the classification and assessments of personal property and real estate.
- Gathers data and conducts interviews to determine the process of Tax Relief for the elderly and Veterans Relief.
- Answers the telephone and greets visitors; provides customers service; responds to routine questions, researches problems and initiates problem resolutions.
- Communicates with local localities for tax collection.
- Provides assistance and information related the personal property, real estate, property assessments, provides information regarding assessment methods for sale/purchase of a vehicle, moves into or out of County, and high mileage adjustments; reviews documentation for accuracy and completeness.
- Submits refund request to the Chief Deputy for Personal Property and Real Estate
- Provides sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Responsible for preparing files and reports.

REAL ESTATE DUTIES:

- Processes database changes for Tax Relief for the elderly and disable; Veterans Relief.
- Communicates through writing of reports and correspondence to all Tax Relief and Veteran Relief Applicants.
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Document and process Real Estate abatements and corrections as needed for Tax Relief and Veterans Relief
- Responsible for import of data from Tax Relief and Veteran Relief Real Estate software to Munis billing system.
- Works with Department of Veterans Affairs interpreting state and city policies and procedures pertaining to tax collection.

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PERSONAL PROPERTY DUTIES:

- Process the personal property data for boat using Vessel Valuation
- Documents and process Personal Property abatements and corrections as needed
- Generates Personal Property Supplemental bills
- Generates Personal Property Refund requests in coordination with Chief Deputy
- Performs related tasks as required.

Administers Land Use programs, including Agricultural, Horticultural, Forestall, and Conservation Easements.

- Conducts staff training on GIS mapping system.
- Assists Commissioner with development of State and local annual budgets and forecasting; monitors department expenditures. Serves as finance manager for the department.
- Responsible for oversight and coordination of the Board of Equalization and Reassessment volunteers and budget.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of laws and policies associated with real property ownership and taxation.

Demonstrated ability to manage multiple databases

- Demonstrated experience with GIS systems Working knowledge of Munis, VISION, DMV and Stonewall - Technologies software programs
- Knowledge of state and local tax regulations, procedures, and practices.
- Ability train coworkers on complicated software platforms
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated experience with developing presentations and public speaking.
- Ability to maintain effective working relationship with public, subordinate staff and county and state official as required.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**MINIMUM QUALIFICATIONS:**

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Work experience in a Commissioner of the Revenue Office is preferred
- Two (3) years of experience in data management
- Five (5) years minimum of customer service experience in an office environment
- Certified Master Deputy Commissioner of the Revenue

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Business, Accounting, or related field

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

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- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Background Check

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019

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Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV – TAX RELIEF PROGRAM COORDINATOR

Job Class #:	1542
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of Deputy Commissioner of the Revenue III.
- Provides administration support for the Commissioner of the Revenue.
- Maintains comprehensive knowledge of state and local laws affecting the classification and assessments of personal property and real estate.
- Gathers data and conducts interviews to determine the process of Tax Relief for the elderly and Veterans Relief.
- Answers the telephone and greets visitors; provides customers service; responds to routine questions, researches problems and initiates problem resolutions.
- Communicates with local localities for tax collection
- Provides assistance and information related the personal property, real estate, property assessments, provides information regarding assessment methods for sale/purchase of a vehicle, moves into or out of County, and high mileage adjustments; reviews documentation for accuracy and completeness.
- Submits refund request to the Chief Deputy for Personal Property and Real Estate
- Provides sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Responsible for preparing files and reports.

REAL ESTATE DUTIES

- Processes database changes for Tax Relief for the elderly and disable; Veterans Relief.
- Communicates through writing of reports and correspondence to all Tax Relief and Veteran Relief Applicants.
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Document and process Real Estate abatements and corrections as needed for Tax Relief and Veterans Relief
- Responsible for import of data from Tax Relief and Veteran Relief Real Estate software to Munis billing system
- Works with Department of Veterans Affairs interpreting state and city policies and procedures pertaining to tax collection.

PERSONAL PROPERTY DUTIES

- Process the personal property data for boats using Vessel Valuation

- Documents and process Personal Property abatements and corrections as needed
- Generates Personal Property Supplemental bills
- Generates Personal Property Refund requests in coordination with Chief Deputy
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws and policies associated with real property ownership and taxation.
- Demonstrated ability to manage multiple databases
- Demonstrated experience with GIS systems Working knowledge of Munis, VISION, DMV and Stonewall Technologies software programs
- Knowledge of state and local tax regulations, procedures, and practices.
- Ability train coworkers on complicated software platforms
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated experience with developing presentations and public speaking.
- Ability to maintain effective working relationship with public, subordinate staff and county and state official as required.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

MINIMUM QUALIFICATIONS

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Work experience in a Commissioner of the Revenue Office is preferred
- Two (3) years of experience in data management
- Five (5) years minimum of customer service experience in an office environment
- Certified Master Deputy Commissioner of the Revenue
- **PREFERRED QUALIFICATIONS**
- Bachelor's Degree in Business, Accounting, or related field

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV

Job Class #:	1541
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of Deputy Commissioner of the Revenue III.
- Administers Land Use programs, including Agricultural, Horticultural, Forestall, and Conservation Easements.
- Conducts staff training on GIS mapping system.
- Assists Commissioner with development of State and local annual budgets and forecasting; monitors department expenditures. Serves as finance manager for the department.
- Responsible for oversight and coordination of the Board of Equalization and Reassessment volunteers and budget.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of laws and policies associated with real property ownership and taxation.
- Demonstrated ability to manage multiple databases
- Demonstrated experience with GIS systems
- Ability train coworkers on complicated software platforms
- Ability to establish and maintain effective working relationships with associates and the general public.
- Demonstrated experience with developing presentations and public speaking.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Minimum:

- Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
- Two (3) years of experience in data management
- Five (5) years minimum of customer service experience in an office environment
- Certified Master Deputy Commissioner of the Revenue

Preferred Qualifications:

- Bachelor's Degree in Business, Accounting, or related field


WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019

 <p>Fluvanna County, Virginia Department of Commissioner of the Revenue Job Description</p>	
DEPUTY COMMISSIONER OF THE REVENUE IV - FINANCE AND LAND USE PROGRAM COORDINATOR	
Job Class #:	1541
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II
SUMMARY	
<p>Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.</p> <p>Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.</p>	
ESSENTIAL FUNCTIONS	
<ul style="list-style-type: none"> May perform essential functions of the Deputy Commissioner of the Revenue III. Manages the land use valuation program consisting of ~2,500 parcels including agricultural, horticultural, open space, and forestal aspects along with conservation easements. Review new applications, ensuring all necessary documentation is submitted, and process approval/denial decisions in a timely manner. Oversees the revalidation process by receiving completed forms and verifying property information to maintain accurate records. Issues rollback bills for properties no longer qualifying for a reduced tax rate due to changes in land use. Submits land use Open Space Agreements to the Board of Supervisors for approval and maintains current Open Space Agreements within the County to ensure compliance. Maintains conservation easements in the County and ensures appropriate tax assessments are applied to each property to reflect the easement. Serves as finance manager, managing budgets for the Commissioner of the Revenue and Reassessment, budgets through precise attention to detail, strong communication skills, and the ability to adapt to changing circumstances with financial planning, tracking expenses, and making strategic decisions to ensure funds are allocated efficiently. Helping the office stay on track financially and assuring all office needs, including security, are met by working with third party vendors. Assists Commissioner of the Revenue with development of State and local annual budgets and forecasting. Responsible for office purchases and monitoring department expenditures. Ensures transparency and accountability as a Freedom of Information (FOIA) officer by processing and responding to FOIA requests in a timely and efficient manner. Seeks out continued training and development opportunities yearly to maintain FOIA officer status. Serves the public by verifying the authenticity of signatures on legally binding documents by being a Notary Public of the Commonwealth of Virginia. 	

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- Regularly updates the Commissioner of the Revenue's Office webpage on the Fluvanna County website with new tax rate information, updated tax maps, forms, etc.
- Works with the Virginia Department of Taxation to ensure state tax forms are available to the public in the Commissioner of the Revenue's Office.
- Provides administrative support to the Commissioner of the Revenue and Chief Deputy Commissioner of the Revenue; assumes responsibility of the office in the absence of both.
- Maintains elite Master Deputy Commissioner of the Revenue status through the University of Virginia's Weldon Cooper Center for Public Service by committing to ~~yearly continued~~ annual continued education.
- Assists in new software implementation/updates and receives training from third party software providers.
- Ensures cell towers and railroad property records sent by the Virginia Department of Taxation are properly taxed.
- Provides GIS mapping system training to staff and the public.
- Works closely with the GIS provider and Planning Department to ensure accuracy of the GIS records by ~~fixing any~~ resolving discrepancies or inaccuracies brought to their attention.
- Works with Information Technology and Public Works Departments by requesting support or submitting service requests for the Commissioner of the Revenue's Office.
- Completes essential Information Technology training monthly to stay up to date with the latest cybersecurity practices including password management, email phishing awareness, data encryption, etc.
- Retrieves mail from the post office, analyzes contents, and distributes to designated recipients ensuring each employee receives their correspondence promptly.
- Examines and verifies the accuracy of tax and account information.
- Communicates effectively with taxpayers (in person, via phone, and via email) regarding filing procedures and regulations.
- Performs related tasks as required.

REAL ESTATE DUTIES:

- Processes database changes in the land use valuation system to reflect changes in ownership and/or address. Issues new land use applications to update the records and validate eligibility.
- Monitors Board of Supervisors action reports for any changes in zoning or Special Use Permits issued. Updates real estate record to reflect new change; issues rollback bill if property is in the land use program.
- Thoroughly reviews building permits received from Building Inspections to see if in violation of the land use program; if so, issues a rollback bill.
- Performs research in response to inquiries from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Provides rollback bill estimates to taxpayers interested in further developing a property.
- Assists reassessment staff with any inquiries or issues that may arise and address promptly.

PERSONAL PROPERTY DUTIES:

- Contacts local volunteer Fire Departments, Rescue Squads and Reserve Deputy Sheriff Departments to obtain member/lifetime member listing information. Once received, processes license fee exemption for each qualifying Fluvanna resident member.
- Analyzes downloaded vehicle information from the Department of Motor Vehicles and categorizes for assessment.
- Updates vehicles eligible for high mileage, antique, veteran plate or salvage title status in database.

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- Confers often with other Virginia localities to ensure taxpayers are being correctly taxed in their respective locality and not double taxed within the Commonwealth of Virginia.
- Documents and processes personal property abatements and corrections as needed.
- Verifies mobile home information received from the Department of Motor Vehicles is being taxed correctly in Fluvanna County as personal property, or real estate if filed as such.
- Reviews January, February, and March Department of Motor Vehicle downloads each year to ensure vehicles purchased prior to January 1st are taxed the current year and vehicles sold prior to January 1st are removed.
- Works personal property data to ensure Personal Property Tax Relief (PPTR) vehicles are receiving eligible relief; export data if needed. Certifies business vehicles, motor homes, trailers, trucks with truck plates, vehicles with Farm Vehicle plate type tags, etc., are not receiving PPTR.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, heavy trucks, and vehicles over 20 years old and assesses property manually.
- Performs related tasks as required. May perform essential functions of the Deputy Commissioner of the Revenue III.
- Administers Land Use programs, including Agricultural, Horticultural, Forestall, and Conservation Easements.
- Conducts staff training on GIS mapping system.
- Assists Commissioner with development of state and local annual budgets and forecasting; monitors department expenditures. Serves as finance manager for the department.
- Responsible for oversight and coordination of the Board of Equalization and Reassessment volunteers and budget.
- Performs related tasks as required.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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- Thorough knowledge of laws and policies associated with real property ownership and taxation.
- Working knowledge of assessment procedures for real estate and personal property taxes.
- Demonstrated ability to manage multiple databases with working knowledge of Munis, VISION, and Stonewall Technologies software programs as well as being fluent in Microsoft Word and Excel.
- Demonstrated ~~experience~~ experience with GIS systems.
- Ability to train coworkers on complicated software platforms.
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. As well as the ability to work independently and in a team environment.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Superior skills in customer service; ability to communicate effectively, both orally and in writing.
- Ability to maintain motivation, composure and self-esteem in stressful situations.
- Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Demonstrated experience with developing presentations and public speaking.

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ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

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- Associate's degree (Bachelor's degree preferred) in business, accounting, taxation, or related field supplemented by relevant experience or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue Office is preferred.
- Master Deputy Commissioner of the Revenue Certification through the University of Virginia's Weldon Cooper Center for Public Service.

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• Three (3) years of experience in data management.
 • Minimum of ~~Five (5) years~~ minimum of customer service experience in an office environment.
 • Any combination of education and experience equivalent to an Associate's Degree in business, accounting, taxation, or related field
 • Three (3) years of experience in data management
 • Five (5) years minimum of customer service experience in an office environment
 • Certified Master Deputy Commissioner of the Revenue
 • Preferred Qualifications:
 • Bachelor's Degree in Business, Accounting, or related field

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

• Office environment exposure to computer screens; sitting for prolonged periods of time.
 • Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
 • Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
 • Must be available to work some weekends and evenings for presentations, training, and meetings.
 • Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
 • Local travel may be required for meetings and presentations. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

POST OFFER REQUIREMENTS

- Criminal background check and a Valid Driver's License

<u>De</u> Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
	May 8, 2019	May 8, 2019	May 15, 2019

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Fluvanna County, Virginia
Department of Commissioner of the Revenue
Job Description

DEPUTY COMMISSIONER OF THE REVENUE IV - FINANCE AND LAND USE PROGRAM COORDINATOR

Job Class #:	1541
Pay Grade:	16
Category:	Full-Time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Chief Deputy Commissioner of the Revenue II

SUMMARY

Performs complex skilled clerical and technical work assisting with real estate, personal property, and business personal property taxes and the general operation of the Commissioner of the Revenue's office by preparing and maintaining files and records and serving the public. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

- May perform essential functions of the Deputy Commissioner of the Revenue III.
- Manages the land use valuation program consisting of ~2,500 parcels including agricultural, horticultural, open space, and forestal aspects along with conservation easements. Review new applications, ensuring all necessary documentation is submitted, and process approval/denial decisions in a timely manner. Oversees the revalidation process by receiving completed forms and verifying property information to maintain accurate records. Issues rollback bills for properties no longer qualifying for a reduced tax rate due to changes in land use.
- Submits land use Open Space Agreements to the Board of Supervisors for approval and maintains current Open Space Agreements within the County to ensure compliance.
- Maintains conservation easements in the County and ensures appropriate tax assessments are applied to each property to reflect the easement.
- Serves as finance manager, managing budgets for the Commissioner of the Revenue and Reassessment, through precise attention to detail, strong communication skills, and the ability to adapt to changing circumstances with financial planning, tracking expenses, and making strategic decisions to ensure funds are allocated efficiently. Helping the office stay on track financially and assuring all office needs, including security, are met by working with third party vendors. Assists Commissioner of the Revenue with development of State and local annual budgets and forecasting. Responsible for office purchases and monitoring department expenditures.
- Ensures transparency and accountability as a Freedom of Information (FOIA) officer by processing and responding to FOIA requests in a timely and efficient manner. Seeks out continued training and development opportunities yearly to maintain FOIA officer status.
- Serves the public by verifying the authenticity of signatures on legally binding documents by being a Notary Public of the Commonwealth of Virginia.
- Regularly updates the Commissioner of the Revenue's Office webpage on the Fluvanna County website with new tax rate information, updated tax maps, forms, etc.
- Works with the Virginia Department of Taxation to ensure state tax forms are available to the public in the Commissioner of the Revenue's Office.

- Provides administrative support to the Commissioner of the Revenue and Chief Deputy Commissioner of the Revenue; assumes responsibility of the office in the absence of both.
- Maintains elite Master Deputy Commissioner of the Revenue status through the University of Virginia's Weldon Cooper Center for Public Service by committing to annual continued education.
- Assists in new software implementation/updates and receives training from third party software providers.
- Ensures cell towers and railroad property records sent by the Virginia Department of Taxation are properly taxed.
- Provides GIS mapping system training to staff and the public.
- Works closely with the GIS provider and Planning Department to ensure accuracy of the GIS records by resolving discrepancies or inaccuracies brought to their attention.
- Works with Information Technology and Public Works Departments by requesting support or submitting service requests for the Commissioner of the Revenue's Office.
- Completes essential Information Technology training monthly to stay up to date with the latest cybersecurity practices including password management, email phishing awareness, data encryption, etc.
- Retrieves mail from the post office, analyzes contents, and distributes to designated recipients ensuring each employee receives their correspondence promptly.
- Examines and verifies the accuracy of tax and account information.
- Communicates effectively with taxpayers (in person, via phone, and via email) regarding filing procedures and regulations.
- Performs related tasks as required.

REAL ESTATE DUTIES:

- Processes database changes in the land use valuation system to reflect changes in ownership and/or address. Issues new land use applications to update the records and validate eligibility.
- Monitors Board of Supervisors action reports for any changes in zoning or Special Use Permits issued. Updates real estate record to reflect new change; issues rollback bill if property is in the land use program.
- Thoroughly reviews building permits received from Building Inspections to see if in violation of the land use program; if so, issues a rollback bill.
- Performs research in response to inquiries from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Provides rollback bill estimates to taxpayers interested in further developing a property.
- Assists reassessment staff with any inquiries or issues that may arise and address promptly.

PERSONAL PROPERTY DUTIES:

- Contacts local volunteer Fire Departments, Rescue Squads and Reserve Deputy Sheriff Departments to obtain member/lifetime member listing information. Once received, processes license fee exemption for each qualifying Fluvanna resident member.
- Analyzes downloaded vehicle information from the Department of Motor Vehicles and categorizes for assessment.
- Updates vehicles eligible for high mileage, antique, veteran plate or salvage title status in database.
- Confers often with other Virginia localities to ensure taxpayers are being correctly taxed in their respective locality and not double taxed within the Commonwealth of Virginia.
- Documents and processes personal property abatements and corrections as needed.
- Verifies mobile home information received from the Department of Motor Vehicles is being taxed correctly in Fluvanna County as personal property, or real estate if filed as such.
- Reviews January, February and March Department of Motor Vehicle downloads each year to ensure vehicles purchased prior to January 1 are taxed the current year and vehicles sold prior to January 1 are removed.

- Works personal property data to ensure Personal Property Tax Relief (PPTR) vehicles are receiving eligible relief; export data if needed. Certifies business vehicles, motor homes, trailers, trucks with truck plates, vehicles with Farm Vehicle plate type tags, etc., are not receiving PPTR.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, heavy trucks, and vehicles over 20 years old and assesses property manually.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of laws and policies associated with real property ownership and taxation.
- Working knowledge of assessment procedures for real estate and personal property taxes.
- Demonstrated ability to manage multiple databases with working knowledge of Munis, VISION, and Stonewall Technologies software programs as well as being fluent in Microsoft Word and Excel.
- Demonstrated experience with GIS systems.
- Ability to train coworkers on complicated software platforms.
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. As well as the ability to work independently and in a team environment.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Superior skills in customer service; ability to communicate effectively, both orally and in writing.
- Ability to maintain motivation, composure and self-esteem in stressful situations.
- Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.
- Demonstrated experience with developing presentations and public speaking.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Associate's degree (Bachelor's degree preferred) in business, accounting, taxation, or related field supplemented by relevant experience or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue Office is preferred.
- Master Deputy Commissioner of the Revenue Certification through the University of Virginia's Weldon Cooper Center for Public Service.
- Three (3) years of experience in data management.
- Minimum of five (5) years of customer service experience in an office environment.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Criminal background check and a Valid Driver's License

Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:



Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

CHIEF DEPUTY COMMISSIONER OF THE REVENUE (COR)

Job Class #:	1551
Pay Grade:	19
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Commissioner of the Revenue

SUMMARY

Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS

Administering programs; preparing tax books; maintaining records and files; preparing reports.


(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversees and participates in the recordation of real estate tax map parcel transfers; maintains a database of real estate cards for each property; monitors ownership changes of title by deed or will as well as changes of parcel acreages; develops the County Real Estate Book and subsequent Supplement Book and associated reference materials; ensures that recorded plats are entered into the database of real estate records and are reflected as such in the County Land Book.
- Develops and maintains database of real property; enters new construction into computer including entry of dimensions and sketch of new property; updates existing data by monitoring title changes.
- Oversees database management of all Department of Motor Vehicles entries; ensures accuracy of updates; reviews database updates for atypical information not found in the DMV listing and code relative to their qualification for tax relief; manages the personal property tax relief act as it relates to private vehicles; prepares necessary abatement actions making adjustments to both personal property and real estate assessments; coordinates actions with the County Attorney's office.
- Acts on behalf of the Commissioner of the Revenue as required.
- Manages tax relief program; maintains public information campaign designed to ensure eligible citizens are aware of the program; assists with application submission and monitors participation to ensure accuracy.
- Oversees office database management procedures to ensure accuracy of information and currency of software utilized.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of general laws and administration of policies governing real and personal property; thorough knowledge of modern office practices and of standard office and accounting equipment, including computer equipment; ability to plan and supervise the work of subordinates; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to establish and maintain effective working relationships with County officials, associates and the general public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING			
<ul style="list-style-type: none"> Any combination of education and experience equivalent to graduation from a community college with major course work in business management or related field and extensive experience in data management including some supervisory experience. 			
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<p>This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.</p>			
SPECIAL REQUIREMENTS			
<ul style="list-style-type: none"> Notary Public 			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none"> Background check 			
Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
			June 2, 2004; PB 18 change Jan 2017

		Fluvanna County, Virginia Department of Commissioner of the Revenue (COR) Job Description
CHIEF DEPUTY COMMISSIONER OF THE REVENUE II (COR)		
Job Class #:	1551	
Pay Grade:	20	
Category:	Full-Time (with benefits)	
FLSA Status:	Exempt	
Reports To:	Commissioner of the Revenue	
SUMMARY		
<p>Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue. Provides assistance to taxpayers in person or by phone or email related to real estate and personal property records/assessments. Work is performed under limited supervision and requires attention to detail to maintain accurate records. <u>Limited supervision may be exercised over subordinate personnel.</u> This position is responsible for the office during the Commissioner of the Revenue's absence's absences. Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over subordinate personnel.</p>		
ESSENTIAL FUNCTIONS		
<ul style="list-style-type: none"> Oversees and monitors work of three Deputy Commissioners of the Revenues. Provides administrative support to the Commissioner of the Revenue and assumes responsibility in his/her absence. Assists the Commissioner of the Revenue with the budget process and compiles data for revenue projections. Assists the Commissioner of the Revenue with human resource decisions and oversees employee performance. Maintains COR office employee's payroll records and submits to the Finance Department in accordance with established policies and procedures. Generates and maintains statistical information for state agencies including, but not limited to, the tax ratio and market sale analysis for the Department of Taxation, the workload measures for the Commonwealth of Virginia Compensation Board, and the compilation of tax rates for the University of Virginia, Weldon Cooper Center for public service. Processes monthly Virginia Compensation Board reimbursement certification and yearly Compensation Board budget request. Verifies Bank Franchise tax assessments and ensures Commissioner certifies copy and returns to Department of Taxation by deadline. Implements new software and/or changes and receives technical training from third party software providers. Ensures Public Service and Railroad assessments are accurately billed and/or exonerated. Provides Notary Public services. Receives processes and responds to any FOIA requests that come in, that pertain to the Commissioner of Revenue Office. 		

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REAL ESTATE DUTIES:

- Processes database changes in the ownership of real estate by deed or will, as well as changes to acreage by plat.
- Documents changes for new subdivisions, parcels, and acreage on existing tax maps and creates data file to be sent to GIS provider for online updates.
- Reviews building permits for assignment to assessors and supplemental billing.
- Administrator for VISION Website Hosting
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Documents and processes Real Estate abatements and corrections as needed.
- Responsible for import of data from Real Estate software to Munis billing system.
- Generates annual Real Estate Land Book which produces tax bills for Treasurer's Office.
- Generates Real Estate Supplemental bills.
- Generates Real Estate Refund requests in coordination with the County Attorney.

PERSONAL PROPERTY DUTIES:

- Downloads vehicle information from the Division of Motor Vehicles into Munis software and code additions to database appropriately for correct taxation.
- Processes the personal property data file for assessment valuation using JD Power.
- Verifies current vehicle plate expiration in DMV and updates decal fee status in Munis.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, and heavy trucks and assesses property manually.
- Certifies qualifying vehicles for PPTR certification; Extracts any reports necessary to maintain and verify data.
- Documents and processes Personal Property abatements and corrections as needed.
- Calculates Personal Property Tax Relief percentage annually for billing.
- Generates annual Personal Property Book which produces tax bills for Treasurers Office.
- Generates Personal Property Supplemental bills
- Administering programs; preparing tax books; maintaining records and files; preparing reports.
- (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
- Oversees and participates in the recordation of real estate tax map parcel transfers; maintains a database of real estate cards for each property; monitors ownership changes of title by deed or will as well as changes of parcel acreages; develops the County Real Estate Book and subsequent Supplement Book and associated reference materials; ensures that recorded plats are entered into the database of real estate records and are reflected as such in the County Land Book.
- Develops and maintains database of real property; enters new construction into computer including entry of dimensions and sketch of new property; updates existing data by monitoring title changes.
- Oversees database management of all Department of Motor Vehicles entries; ensures accuracy of updates; reviews database updates for atypical information not found in the DMV listing and code relative to their qualification for tax relief; manages the personal property tax relief act as it relates to private vehicles; prepares necessary abatement actions making

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<p>adjustments to both personal property and real estate assessments; coordinates actions with the County Attorney's office.</p> <ul style="list-style-type: none"> Acts on behalf of the Commissioner of the Revenue as required. Manages tax relief program; maintains public information campaign designed to ensure eligible citizens are aware of the program; assists with application submission and monitors participation to ensure accuracy. Oversees office database management procedures to ensure accuracy of information and currency of software utilized. Performs related tasks as required. 	
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES	
<ul style="list-style-type: none"> Working knowledge of assessment procedures for real estate and personal property taxes. Working knowledge of -Munis, VISION, and Stonewall Technologies software programs. Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately. Ability to communicate effectively, both orally and in writing. Ability to maintain motivation, composure, and self-esteem in stressful situations. Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public. Thorough working knowledge of all general laws and policies governing real and personal property. Demonstrated ability for program review and analysis of subordinate staff functions. Solid working knowledge of database management skills combined with excellent information management experience. Demonstrated management skills for staff training, review and evaluation. Strong public speaking and presentation skills. 	
ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING	
<ul style="list-style-type: none"> Associate's Degree supplemented by relevant experience or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue's Office is preferred. Any combination of education and experience equivalent to graduation from a community college with major course work in business management or related field and extensive experience in data management including some supervisory experience. <p>Any combination of education and experience equivalent to graduation from a community college with major course work in business management or related field and extensive experience in data management including some supervisory experience.</p>	
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS	
<ul style="list-style-type: none"> Office environment exposure to computer screens; sitting for prolonged periods of time. Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds. Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain. Must be available to work some weekends and evenings for presentations, training, and meetings. 	

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- Must possess an appropriate driver’s license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations. This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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POST OFFER REQUIREMENTS

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- Criminal Background Check and a Valid Driver’s License

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- Criminal Background Check and a Valid Driver’s License

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Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
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Fluvanna County, Virginia
Department of Commissioner of the Revenue (COR)
Job Description

CHIEF DEPUTY COMMISSIONER OF THE REVENUE II (COR)

Job Class #:	1551
Pay Grade:	20
Category:	Full-Time (with benefits)
FLSA Status:	Exempt
Reports To:	Commissioner of the Revenue

SUMMARY

Performs difficult technical and administrative work assisting in the operation of the Office of the Commissioner of the Revenue. Provides assistance to taxpayers in person or by phone or email related to real estate and personal property records/assessments. Work is performed under limited supervision and requires attention to detail to maintain accurate records. Limited supervision may be exercised over subordinate personnel. This position is responsible for the office during the Commissioner of the Revenue's absence.

ESSENTIAL FUNCTIONS

- Oversees and monitors work of three Deputy Commissioners of the Revenue.
- Provides administrative support to the Commissioner of the Revenue and assumes responsibility in his/her absence.
- Assists the Commissioner of the Revenue with the budget process and compiles data for revenue projections.
- Assists the Commissioner of the Revenue with human resource decisions and oversees employee performance.
- Maintains COR office employee's payroll records and submits to the Finance Department in accordance with established policies and procedures.
- Generates and maintains statistical information for state agencies including, but not limited to, the tax ratio and market sale analysis for the Department of Taxation, the workload measures for the Commonwealth of Virginia Compensation Board, and the compilation of tax rates for the University of Virginia, Weldon Cooper Center for public service.
- Processes monthly Virginia Compensation Board reimbursement certification and yearly Compensation Board budget request
- Verifies Bank Franchise tax assessments and ensures Commissioner certifies copy and returns to Department of Taxation by deadline.
- Implements new software and/or changes and receives technical training from third party software providers.
- Ensures Public Service and Railroad assessments are accurately billed and/or exonerated.
- Provides Notary Public services.
- Receives processes and responds to any FOIA requests that come in, that pertain to the Commissioner of Revenue Office.

REAL ESTATE DUTIES:

- Processes database changes in the ownership of real estate by deed or will, as well as changes to acreage by plat.
- Documents changes for new subdivisions, parcels, and acreage on existing tax maps and creates data file to be sent to GIS provider for online updates.
- Reviews building permits for assignment to assessors and supplemental billing.
- Administrator for VISION Website Hosting
- Performs research in response to requests from property owners, appraisers, attorneys, mortgage lenders, etc. for assistance in title issues, prior land use, and assessment history.
- Documents and processes Real Estate abatements and corrections as needed.
- Responsible for import of data from Real Estate software to Munis billing system.
- Generates annual Real Estate Land Book which produces tax bills for Treasurer's Office.
- Generates Real Estate Supplemental bills.
- Generates Real Estate Refund requests in coordination with the County Attorney.

PERSONAL PROPERTY DUTIES:

- Downloads vehicle information from the Division of Motor Vehicles into Munis software and code additions to database appropriately for correct taxation.
- Processes the personal property data file for assessment valuation using JD Power.
- Verifies current vehicle plate expiration in DMV and updates decal fee status in Munis.
- Creates listing of all miscellaneous personal property such as trailers, mobile homes, campers, motorcycles, and heavy trucks and assesses property manually
- Certifies qualifying vehicles for PPTR certification; extracts any reports necessary to maintain and verify data.
- Documents and processes Personal Property abatements and corrections as needed.
- Calculates Personal Property Tax Relief percentage annually for billing.
- Generates annual Personal Property Book, which produces tax bills for Treasurers Office.
- Generates Personal Property Supplemental bills

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of assessment procedures for real estate and personal property taxes.
- Working knowledge of Munis, VISION, and Stonewall Technologies software programs.
- Ability to prioritize and organize work to meet established deadlines to complete tasks efficiently and accurately.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain motivation, composure, and self-esteem in stressful situations.
- Ability to make sound judgements and decisions based on established office policies and procedures and to explain regulations to the public.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Associate's Degree supplemented by relevant experience or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. Work experience in a Commissioner of the Revenue's Office is preferred.
- Master Deputy Commissioner of the Revenue Certification through University of Virginia's Weldon Cooper Center.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have ability to occasionally lift, push/pull, and hold/carry 30 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Must possess an appropriate driver's license valid in the Commonwealth of Virginia.
- Local travel may be required for meetings and presentations.

POST OFFER REQUIREMENTS

- Criminal Background Check and a Valid Driver's License

Department Head Recommended:	HR Director Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB B

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Preliminary Engineering Report Proposal for the Pleasant Grove Park Expansion of Water and Sewer				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation for the Public Utilities budget in the amount of \$39,685.00, with the funding to come from unassigned fund balance, for the development of a Preliminary Engineering Report for the County to access water and sewer expansion opportunities for Pleasant Grove Park.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Bobby Popowicz, Director of Public Utilities; Aaron Spitzer, Director of Parks and Recreation; Eric Dahl, County Administrator				
PRESENTER(S):	Bobby Popowicz, Director of Public Utilities and Dan Villhauer, Vice President - Dewberry				
RECOMMENDATION:	Authorize funds to perform a Preliminary Engineering Report to assess the water and sewer needs in order to provide adequate utilities for the various approved CIP items slated to go in Pleasant Grove Park				
TIMING:	Normal				
DISCUSSION:	Many of the projects that are approved in the CIP for the Pleasant Grove Park require additional water and sewer in order to complete. These projects include a water park, new restroom facilities and water for the Pleasant Grove House. Dewberry Engineers proposes to evaluate the current well and capacity to see if there can be additional capacity obtained and/or where additional wells can be placed to augment the current arrangement at the park. Dewberry will also evaluate the plausibility and possible location of a sewer force main and grinder station that could be connected to the current Palmyra sewer system. Note that the Palmyra WWTP has adequate capacity to handle the additional sewer demand.				
FISCAL IMPACT:	If approved, this action would appropriate the \$39,685.00 funding to the Public Utilities budget for the Preliminary Engineering Report and it would also reduce unassigned fund balance by the same amount.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	None				
ENCLOSURES:	Proposal for Professional Engineering Services - Pleasant Grove Park Water and Sewer Service Evaluation				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X

May 20, 2024

Mr. Eric M. Dahl
County Administrator
County of Fluvanna
132 Main Street
Palmyra, Virginia 22963

VIA E-MAIL

**RE: Proposal for Professional Engineering Services
Pleasant Grove Park Water and Sewer Service Evaluation**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal, in response to your request, to provide professional services for evaluate providing water and sewer service to the Pleasant Grove Park. Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on phone and email correspondence and a site visit on April 9, 2024. The Work will be performed in accordance with the Term Agreement for Professional Engineering Services, executed January 19, 2024.

PROJECT UNDERSTANDING

Dewberry understands Fluvanna County would like to add water and sewer service at the Pleasant Grove Park area. The facilities that Fluvanna County intends to serve are a public bathroom facility, Pleasant Grove House Museum, and a splash pad. It is our understanding that the existing well on site that serves the high school is at maximum capacity.

The purpose of this task order will be to evaluate and identify the best way to serve this area with water and sewer. The results of this evaluation will allow the County to plan and budget for the design and construction of the recommended water and wastewater facilities.

SCOPE OF SERVICES

Task 1 – Water and Sewer Evaluation

1. Project kickoff meeting to review scope and conduct site visit.
2. Determine sewage grinder station size requirements and preliminary route alignment of the force main based on demands provided by the County.
3. New well evaluation (Subconsultant)
 - a. Preliminary Hydrogeologic Analysis
 - Review geologic maps and published reports underlying the study area.

- Compile and review available data on area well yields, groundwater quality, soil thickness and character, potential contaminated sites, wetland areas, stream and surface water hydrology, septic systems, and other groundwater users located within the study area.
- b. Detailed Groundwater Exploration - Conduct a focused non-intrusive geophysical survey using electrical resistivity imaging (ERI) to locate potential subsurface aquifers beneath areas identified as potentially favorable for groundwater development and areas that are accessible to drilling a new water supply well.
- c. Potential Well Siting and Report
 - Identify potential well sites based on analysis of available geologic and geophysical data, proximity to existing water system infrastructure, and other factors as appropriate. Potential well sites will be staked in the field.
- 4. Desktop evaluation of existing school well facility to determine if the facility has additional capacity to serve the proposed uses.
- 5. Identify other water facility upgrades needed to serve the proposed uses.
- 6. Prepare budgetary construction cost estimates for recommended water and sewer facilities.
- 7. Develop a draft Technical Memorandum summarizing the field investigations and providing recommendations.
- 8. Conduct a workshop to review the draft Technical Memorandum.
- 9. Address County comments and finalize the Technical Memorandum.

SCHEDULE

Dewberry assumes the following design schedule:

Project Kickoff and Preliminary Field Work	3 months
Draft Report	3 months
Finalize Report	1 month
Total Project Duration.....	7 months

FEE

Dewberry proposes to perform the scope of service described herein for a lump sum fee of **\$39,685**.

Mr. Eric M. Dahl
Proposal for Professional Engineering Services
Pleasant Grove Park Water and Sewer Service Evaluation
May 20, 2024
Page 3 of 3

Refer to **Attachment A – Work Breakdown Structure and Cost Estimate** for additional details.

CLARIFICATIONS AND EXCLUSIONS

1. Specific services outside of those identified in the Scope of Services outlined above will be deemed an additional service.
2. Fluvanna County will provide a demand or fixture count for the proposed park bathroom and any additional facilities to be served by the new utilities.
3. Services for environmental investigations, threatened and endangered species, wetland delineations, cultural resource surveys, and any associated permitting are excluded.
4. Flood plain studies are not included.
5. Geotechnical services, soil testing, and materials testing are not included.
6. Design and permitting for the recommended water and sewer facilities are not included.

We look forward to the opportunity to serve Fluvanna County on this project. If you have any questions, or require additional information, please feel free to contact us.

Sincerely,
Dewberry Engineers Inc.



Dan Villhauer, PE
Vice President



Ryan Bogese, PE
Senior Associate, Senior Project Manager

Attachment A: Work Breakdown Structure and Cost Estimate

Fluvanna County								
Pleasant Grove Water Technical Memorandum								
Attachment A - Work Breakdown Structure and Cost Estimate								
		QA/QC (Engineer VII)	Project Manager (Engineer VI)	Process Engineer (Engineer V)	Project Engineer (Engineer III)	Subs (+10% markup)	Other Direct Costs	Totals
	Task/Subtask	\$ 240.00	\$ 220.00	\$ 160.00	\$ 155.00			
	Pleasant Grove Water and Sewer Evaluation							
1	Site Visit		4		4		\$ 100.00	8
2	Grinder pump station and force main	1	4		12			17
3	New Well Evaluation	2	4			\$15,620		6
4	Desktop Evaluation of Existing School Well	1	4		8			13
5	Identify other water facility upgrades	1	4		8			13
6	Prepare budgetary construction cost estimates	1	4		4			9
7	Draft Tech Memo	2	12		32			46
8	Review Workshop		3		3			6
9	Finalize Tech Memo	1	4		8		\$ 100.00	13
	Subtotal Hours	9	43	0	79			131
	Subtotal Cost	\$ 2,160.00	\$ 9,460.00	\$ -	\$ 12,245.00	\$15,620	\$200	
						TOTAL		\$ 39,685.00

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB C

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Preliminary Engineering Report Proposal for the Fluvanna Women's Correctional Center				
MOTION(s):	I move the Board of Supervisors approve a supplemental appropriation for the Zion Crossroads Enterprise Fund budget in the amount of \$84,215.00, with the funding to come from unassigned fund balance, for the development of a Preliminary Engineering Report for the County to investigate expansion opportunities for the wastewater facility at the Virginia Department of Corrections – Fluvanna Women's Correctional Center.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
		X			
STAFF CONTACT(S):	Bobby Popowicz, Director of Public Utilities and Eric Dahl, County Administrator				
PRESENTER(S):	Bobby Popowicz, Director of Public Utilities and Dan Villhauer, Vice President - Dewberry				
RECOMMENDATION:	Staff recommends approval of funds to move forward with conducting a PER for the purpose of expanding the prison's wastewater treatment facility				
TIMING:	Normal				
DISCUSSION:	The current agreement with the Fluvanna Women's Correctional Center only allows the County to utilize 100K gallons of wastewater capacity per day. The Correctional Center does not have additional capacity for the County to obtain more without upgrading the current wastewater treatment plant. Also, Fluvanna County does not have nutrient credits to build a second plant in the area. Without additional wastewater capacity, the County will be limited on its ability to attract additional business to the Zion Crossroads Area. As an aside, state agencies do not have the same restrictions binding them to a finite number of nutrient credits. The out flow is determined by the capacity of the receiving stream.				
FISCAL IMPACT:	If approved, this action would appropriate the \$84,215.00 funding to the Zion Crossroads Enterprise Fund for the Preliminary Engineering Report and it would also reduce unassigned fund balance by the same amount.				
POLICY IMPACT:	None				
LEGISLATIVE HISTORY:	Currently, the County has an agreement with the Correctional Center for 100K gallons per day of wastewater treatment.				
ENCLOSURES:	Proposal for VDOC Fluvanna Women's Correctional Center WWTP				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
		X			X



Dewberry Engineers Inc.
4805 Lake Brook Drive, Suite 200
Glen Allen, VA 23060

804.290.7957
804.290.7928 fax
www.dewberry.com

March 1, 2024

Mr. Eric Dahl
County Administrator
County of Fluvanna
132 Main Street
Palmyra, Virginia 22963

VIA E-MAIL

**RE: Proposal for Professional Services
VDOC Fluvanna Women's Correctional Center WWTP
Preliminary Engineering Report**

Dear Mr. Dahl:

Dewberry Engineers Inc. (Dewberry) is pleased to submit our proposal, in response to your request, to provide professional services to prepare a Preliminary Engineering Report (PER) to evaluate options for expanding the existing Virginia Department of Corrections (VDOC) Fluvanna Women's Correctional Center Wastewater Treatment Plant (WWTP). Dewberry's Project Understanding, Scope of Services, and Fee have been developed based on phone and email correspondence. The Work will be performed in accordance with the Term Agreement for Professional Engineering Services, executed January 19, 2024.

PROJECT UNDERSTANDING

The existing VDOC Fluvanna Women's Correctional Center WWTP is a sequencing batch reactor (SBR) facility permitted for an average daily flow (ADF) of 0.3 million gallons per day (MGD). Fluvanna County has an agreement with VDOC to discharge 0.1 MGD from the Zion Crossroads Area to the WWTP. The Fluvanna County Utility Master Plan (UMP) dated September 2022 projects a wastewater demand of approximately 0.7 MGD within the next 10 years and approximately 1.6 MGD within 10 to 20 years. The projected demands exceed the current wastewater agreement and capacity of the existing VDOC WWTP. It is our understanding VDOC does not plan to expand the existing WWTP. As identified in the UMP, an expansion of the VDOC WWTP would be required to support the projected growth in the Zions Crossroads Area.

Fluvanna County requested Dewberry to prepare a Preliminary Engineering Report (PER) to evaluate the expansion of the VDOC Fluvanna Correctional Center WWTP. The PER will evaluate expansion of the plant at two flow tiers for the projected wastewater demands. The PER will consider three (3) treatment technologies including a conventional 5-stage bardenpho process with clarifiers and filters, 5-stage bardenpho process with membrane bioreactor (MBR), and sequencing batch reactor (SBR) process.

SCOPE OF SERVICES

The scope of this task will be to prepare a Preliminary Engineering Report (PER) to evaluate the expansion of the existing VDOC Fluvanna Correctional Center WWTP to 0.9 MGD and 1.87 MGD. Our scope of services is outline below:

Mr. Eric Dahl
 VDOC Fluvanna Women's Center Correctional Center WWTP PER
 March 1, 2024

1. One (1) virtual kick-off meeting with Fluvanna County and VDOC.
2. Perform a site visit of existing wastewater treatment plant to gather information.
3. Gather and review existing plant information including operational data, equipment information, permits, and record drawings.
4. Perform a reasonable potential analysis for the two future flow rates for conventional pollutants (BOD, ammonia, TKN) and two heavy metals (copper and zinc).
5. Develop three (3) options for expanding the wastewater treatment plant capacity utilizing a 5-stage bardenpho process with conventional clarifiers and filters, 5-stage bardenpho process with membrane bioreactors (MBR), and a sequencing batch reactor (SBR) process.
6. Evaluate solids treatment options to include sludge handling tank, aerobic digestion, and dewatering to achieve Class B biosolids.
7. Coordinate with the Virginia Department of Environmental Quality (VDEQ) for permitting requirements for the wastewater treatment plant expansion.
8. Coordinate with equipment manufacturers for the purpose of preparing preliminary layouts and budgetary cost estimates.
9. Prepare a schematic of each of the three (3) proposed wastewater treatment plant expansion options.
10. Prepare one (1) hydraulic profile for the recommended treatment option.
11. Prepare budgetary construction and life cycle cost estimates for the WWTP expansion options.
12. Prepare draft PER including evaluation of expansion options, permitting requirements, treatment plant configuration, figures, budgetary and life cycle cost estimates, and final recommendations.
13. One (1) meeting with the Fluvanna County to review the draft PER.
14. One (1) meeting with the Fluvanna County and VDOC to discuss the PER.
15. Prepare the final PER based on Fluvanna County and VDOC comments on the draft.

FEE

Dewberry proposes to perform the scope of work presented herein for a lump sum fee of **\$84,215**.

CLARIFICATIONS AND EXCLUSIONS

1. All available data, site access, and documents needed for this evaluation will be provided by the Fluvanna County and VDOC.
2. PER will use existing VDOC influent sampling data. Collection and analysis of wastewater samples is excluded.
3. Reasonable potential analysis assumes effluent sampling data will be collected by VDOC and lab analysis will be paid for by Fluvanna County. Reasonable potential analysis excludes water quality modeling, mixing zone modeling, instream sampling, and developing flow profiles. Reasonable potential analysis will focus on compounds listed in scope above and will not include evaluating the entire toxicant list.
4. Topographic or boundary survey is excluded.
5. Geotechnical services, soil testing, or materials testing is excluded.

Mr. Eric Dahl
VDOC Fluvanna Women's Center Correctional Center WWTP PER
March 1, 2024

6. Design services for recommended upgrades is excluded.
7. Preparation of permit applications is excluded.
8. Pilot studies or bench scale studies for any alternative are excluded.
9. Environmental survey or assessments/reports are excluded.
10. Specific services outside of those identified in the Scope of Services outlined above will be deemed an additional service.

AUTHORIZATION

If this proposal meets with your approval, please provide an executed purchase order in accordance with the Term Agreement for Professional Engineering Services, executed January 19, 2024. Receipt of the executed purchase order will serve as our authorization to proceed.

We look forward to the opportunity of serving Fluvanna County on this project. If you have any questions or if you require additional information regarding our proposal, please feel free to give us a call.

Sincerely,

Dewberry Engineers Inc.



Danylo A. Villhauer, P.E.
Vice President



Ryan Bogese, P.E.
Senior Associate, Senior Project Manager

Attachments: Fee Breakdown

Q:\PROPOSAL\2024\Fluvanna County\WWTP PER

FLUVANNA COUNTY
VDOC Women's Correctional Center WWTP PER
ENGINEERING SERVICES FEE ESTIMATE



3/1/2024

PROJECT TASKS	HOURS DEDICATED TO SUBTASK					REIMBURSABLE/ SUB COST	COST
	QA/QC (ENG VIII)	PROJECT MANAGER (ENG VII)	PROJECT ENGINEER (ENG V)	PROJECT ENGINEER (ENG III)	MEP ENGINEER (ENG IV)		
	265.00	240.00	190.00	155.00	170.00		
A. Reasonable Potential Analysis							
1. Prepare Effluent Sampling Plan		4		6			
2. Calculate Waste Load Allocation based on acute and chronic water quality standards		8		16			
4. Calculate projected effluent concentration considering coefficient of variance for the effluent data set		8		16			
5. Compare WLA and project effluent concentration	4	8		16			
Subtotal (hours)	4	28	0	54	0	-	
Subtotal (cost)	\$1,060	\$6,720	\$0	\$8,370	\$0	\$0	\$16,150
B. PER/Evaluation							
1. Virtual Kickoff Meeting	2	2	2	2			
2. Site Visit		4		4		\$140	
3. Evaluation of Processes/Equipment Selection	2	20	40	40	8		
4. Figures and Hydraulic Profile		8	16	32			
5. Opinion of Probable Construction Costs		6	12	16			
6. Draft PER		16	60	12			
7. QA/QC	10						
8. Workshop with Fluvanna	2	2	2			\$140	
9. Workshop with Fluvanna and VDOC	2	2	2			\$140	
10. Finalize PER	1	4	8	16			
Subtotal (cost)	\$5,035	\$15,360	\$26,980	\$18,910	\$1,360	\$420	\$68,065
TOTAL FOR SERVICES	\$6,095	\$22,080	\$26,980	\$27,280	\$1,360	\$420	\$84,215

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB D

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	JAUNT Annual Shareholders Meeting Proxy Designation				
MOTION(s):	<p>I move the Board of Supervisors approve the designation of <u>(a Board of Supervisors member, appointed Jaunt Board Members, or the County Administrator)</u> to act as proxy at the annual meeting and any special meetings of the shareholders of Jaunt upon all such matters as may come before the shareholders, including without limitation the election of directors; this appointment shall be valid for the following term</p> <p style="padding-left: 40px;">A) For twelve months from the date of this appointment.</p> <p style="text-align: center;">or</p> <p style="padding-left: 40px;">B) Until the end of their term in office, including any renewals thereof.</p>				
STRATEGIC INITIATIVE?	Yes	No	If yes, list initiative(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
STAFF CONTACT(S):	Eric Dahl, County Administrator				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Immediate				
DISCUSSION:	<ul style="list-style-type: none"> - Jaunt, Inc. will hold its annual shareholders' meeting on July 10, 2024, and will need the governing body to appoint a proxy to vote its shares at that meeting. Proxies elect executive officers to the Jaunt Board of Directors, may be called upon to appoint the executive director position, and cast votes on any other matters that may come before them at shareholders' meetings. - Jaunt may have recurring needs to convene its shareholders such as for the appointment of new directors which require shareholder action. The attached documents will allow more open ended proxy participation for a 12 month or longer period. The designated proxy may be a Board of Supervisors member, appointed Jaunt Board Members, or the County Administrator. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	<ul style="list-style-type: none"> - Hal Morgan was appointed Fluvanna's proxy for 2023. 				

ENCLOSURES:	- Jaunt Proxy Designation Form				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

**APPOINTMENT OF PROXY
TO ACT AT MEETINGS
OF THE SHAREHOLDERS OF JAUNT, INC.**

The undersigned jurisdiction, being a shareholder of Jaunt, Inc. (“Jaunt”), hereby appoints _____ to act as its proxy at the annual meeting and any special meetings of the shareholders of Jaunt upon all such matters as may come before the shareholders, including without limitation the election of directors. This proxy is revocable at any time by the shareholder.

This appointment shall be valid for the following term (select one):

- ☐ For twelve months from the date of this appointment.
- ☐ Until the end of their term in office, including any renewals thereof.

City/County of _____

By: _____

Title: _____

Date: _____

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB E

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Public Hearing to Amend Section 9-2-2 and 9-2-4 of the County Code to Increase FUSD Water Rates and Charges				
MOTION(s):	I move that the Board of Supervisors amend Section 9-2-2 and 9-2-4 of the County Code to increase Fork Union Sanitary District water rates and charges.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
	X				
STAFF CONTACT(S):	Dan Whitten, County Attorney and Bobby Popowicz, Director of Public Utilities				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Ordinance would be effective July 1, 2024				
DISCUSSION:	<ul style="list-style-type: none"> The water rates and charges for FUSD are intended to cover operation and maintenance costs for the water and sewer system. Water rates have not increased since August 2014. <ul style="list-style-type: none"> The monthly charges for the first 2,000 gallons (minimum charge) would increase from \$21.00 to \$24.00 For each additional 1,000 gallons above the first 2,000 gallons, the rate would increase from \$11.00 to \$11.22 The water connection charge has not changed since May 2010. <ul style="list-style-type: none"> The water connection/availability of \$4,500 would increase a \$6,500 water connection fee 				
FISCAL IMPACT:	Estimated annual increase in revenue \$19,243 - \$20,557				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Ordinance to amend Sections 9-2-2 and 9-2-4 of the County Code Advertisement for Public Hearing 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			X

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
FLUVANNA, VIRGINIA”, BY AMENDING §§ 9-2-2 AND 9-2-4 TO INCREASE THE
COSTS OF CERTAIN WATER CONSUMPTION AND CONNECTION CHARGES FOR THE
FORK UNION SANITARY DISTRICT

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

(1) That The Code of the County of Fluvanna, Virginia is amended by amending §§ 9-2-2 and 9-2-4, as follows:

CHAPTER 9 FORK UNION SANITARY DISTRICT

ARTICLE 2. – WATER DIVISION

Sec. 9-2-2. – Schedule of consumption charges

The monthly charges for water consumption shall be in accordance with the following schedule:

~~\$2421.00~~ for first 2,000 gallons (minimum charge);

~~\$11.2200~~ for each 1,000 gallons **above 2,000 gallons.** ~~up to 300,000 gallons;~~

~~\$11.00 for each 1,000 gallons above 300,000 gallons.~~

In addition to the foregoing, during the existence of any water emergency which has been declared by the governing body in accordance with Section 9-2-12 of this Code, each and every charge for water consumption shall be subject to a surcharge of ten percent. Such surcharge shall be calculated by multiplying the rates stated above by 110 percent. Such surcharge shall apply at the beginning of the regular billing period next succeeding the adoption of this section or the declaration of such emergency condition, whichever shall last occur. Such surcharge shall cease to apply at the end of the regular billing period which is nearest to, but not later than, sixty (60) days after the governing body shall have declared such water emergency to be at an end.

(Min. Bk. 6, pp. 321, 445; Min. Bk. 7, p. 92; Comp. 1974, ch. 10; Ord. 11-3-80; Ord. 7-15-86; Ord. 5-21-97; Ord. 7-15-98; Ord. 11-28-01; Ord. 11-20-02; Ord. 06-21-06; Ord. 5-5-10; Ord. 7-2-14)

Editor's note— Amendment adopted 11-20-02 is effective on and after December 1, 2002. Amendment adopted 06-21-06 is effective on and after July 1, 2006. Amendment adopted 7-2-14 is effective on and after August 1, 2014.

Sec. 9-2-4. – Availability and connection charges – Generally.

~~(A) There shall be a water availability charge, payable at the time application is made for connection to the water distribution system, which charge shall be equal to \$2,000.00/ERU for the service applied for.~~

(A) ~~In addition to the foregoing,~~ There shall be a charge, payable at the time **application**~~connection~~ is made to the water distribution system, for connection to the water distribution system, which charge shall be equal to **\$6,500**~~2,500~~.00/ERU for the service applied for.

(B) For purposes of this section, "ERU" shall mean "equivalent residential unit" and, except as otherwise provided by law, shall be equal to 4,500 gallons per month usage of water.

(Min. Bk. 6, pp. 321, 445; Min. Bk. 7, p. 92; Comp. 1974, ch. 10; Ord. 1-1-86; Ord. 11-28-01; Ord. 5-5-10)

Editor's note— Amendment adopted 11-28-01 is effective on and after January 1, 2002.

(2) That the Ordinance shall be effective July 1, 2024.

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Thursday, June 20, 2024, at 7:00 p.m.

Pursuant to Virginia Code Section 15.2-1427, a Public Hearing will be held in the Fluvanna County Circuit Court, at 72 Main Street, Palmyra, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following item:

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING §§ 9-2-2 AND 9-2-4 TO INCREASE THE COSTS OF CERTAIN WATER CONSUMPTION AND CONNECTION CHARGES FOR THE FORK UNION SANITARY DISTRICT

Copies of the complete text of the above ordinance are available for public review at <https://www.fluvannacounty.org/> and at the Office of the Fluvanna County Administrator during normal business hours. Questions may be directed to Caitlin Solis, Clerk to the Board, at (434) 591-1910. All interested persons wishing to be heard are invited to attend the public hearing.

TO: Fluvanna Review

Advertise on the following dates: June 6 & 13, 2024

Authorized by: Fluvanna County Board of Supervisors

Bill to: Board of Supervisors

CONTACT INFORMATION:

Caitlin Solis

Clerk, Board of Supervisors

Fluvanna County

P. O. Box 540

Palmyra, VA 22963

csolis@fluvannacounty.org

434-591-1910

434-591-1913

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB F

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Public Hearing to Increase Building Inspection Fees				
MOTION(s):	I move that the Board of Supervisors approve the amendments to the County Code to amend Sec. 5-2-2. - Schedule of building fees.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Presentation	Action Matter	Public Hearing	Consent Agenda	Other
			X		
STAFF CONTACT(S):	Dan Whitten, County Attorney; Andy Wills, Building Official				
PRESENTER(S):	Dan Whitten, County Attorney; Andy Wills, Building Official				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	Building Inspection fees have not been adjusted since 2009; increasing fees could potentially increase revenue ~ \$25,000.				
FISCAL IMPACT:	Potentially ~\$25,000 revenue increase				
POLICY IMPACT:	Amend County Code Section 5-2-2				
LEGISLATIVE HISTORY:	Fees have not been increased since 2009				
ENCLOSURES:	County Code Section 5-2-2 Schedule of Building Fees (redline) Locality Fee Chart Comparison				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			X

Building Inspection & Erosion and Sediment Control Fees Research - 2024								
Fee Type	Fluvanna	Albemarle	Buckingham	Cumberland	Goochland	Louisa	Greene	Madison
BUILDING PERMIT FEES								
					All Fees Based on Job Value Value Determined by County- Per Chart			
Ordinary repairs as defined in the Building Code	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Building or Structure for farm use	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Storage Structures with unfinished interior(including additions)								
Residential	.09/sq. ft. with \$45.00 min	.16/sq. ft. \$27 min	.11/sq.ft. \$25 min	.06/sq. ft. \$30 min	0-\$4000 value -\$30	.20/sq.ft. \$35 min	.15/sq. ft. \$100 min	.18/sq. ft \$75 min
All other Use Groups	.15/sq.ft with \$90.00 min	.22/sq. ft. \$80 min	.11/sq.ft. \$50 min	.06/sq. ft. \$30 min	above \$4000 value - \$30 + \$4.50 every extra \$1k	.20/sq.ft. \$35 min	.20/sq. ft. \$ 500 min	.20/sq. ft. \$75 min
Remodeling (not including Electric, Plumbing or Mechanical								
*Use Group R5 (residential)	\$65	.20/sq. ft. \$88 min	.23/sq.ft. \$50 min	.15/sq.ft. \$ 60 min	0-\$4000 value -\$30	\$75	\$30	.18/sq. ft. \$75 min
All other Use Groups	\$315	.20/sq. ft. \$88 min	.23/sq.ft. \$50 min	.14/sq. ft. \$200 min	above \$4000 value - \$30 + \$4.50 every extra \$1k	based on value - chart	.20/sq. ft. \$500 min	.20/sq. ft. \$75 min
Basement Finish after Original C/O issue	.13/sq. ft.	.18/sq. ft. \$80 min	.23/sq. ft. \$50 min	.15/sq.ft. \$ 60 min	0-\$4000 value -\$30	.30/sq. ft.	.18/sq. ft. \$200 min	.18/sq. ft. \$75 min
					above \$4000 value - \$30 + \$4.50 every extra \$1k			
Moving or Relocation	\$65.00	\$32.00	\$50	\$25	\$30	\$75	\$50	\$75
Razing with attached utilities	\$65.00	\$102.00	\$25	\$25	\$30	\$75	\$50	\$75
One and Two Family Dwelling (Use Group R5)	.18/sq. ft. \$90.00 min	.58/sq. ft. \$ 88 min (includes all trades)	.23/sq.ft. \$125 min.	.20/sq.ft. \$ 150 min	0-\$4000 value -\$30	.30/sq. ft. \$150 min	.18sq.ft. \$ 200 min	.18/sq. ft. \$75 min
					above \$4000 value - \$30 + \$4.50 every extra \$1k			
Basement, Unfinished Space (use Group R5)	.06/sq. ft. \$45.00 min	N/A	.23/sq.ft. \$50 min	.20/sq.ft. \$150 min	0-\$4000 value -\$30	.20/sq. ft.	.10/sq. ft.	.18/sq. ft. \$75 min
					above \$4000 value - \$30 + \$4.50 every extra \$1k			
Commercial, Institutional, & Multi - family including additions	.26/sq. ft. \$270.00 min	.24/sq. ft. \$88 min	.11/sq.ft. \$50 min	.14/sq.ft. \$200 min	0-\$4000 value -\$30		.20/sq.ft. \$ 500 min	.20/sq. ft. \$75 min
					above \$4000 - \$30 + \$7.50 every extra \$1k	based on value - chart		
(Use Groups A, B, I, R & E)								
Industrial & Mechanical, including additions	.26/sq. ft. \$ 270.00 min	.24/sq. ft. \$88 min	.11/sq.ft. \$50 min	.14/sq.ft. \$200 min	0-\$4000 value -\$30	based on value - chart	.20/sq.ft. \$500 min	.20/sq. ft. \$75 min
					above \$4000 - \$30 + \$7.50 every extra \$1k			
(Use Groups F,H,M and S)								
Plumbing (All Use Groups)	\$30.00 plus \$8 per fixture	new home included in intial permit	.02/sq.ft. \$25 min	.01/sq. ft. \$ 50 min	0-\$2000 value - \$30	.02/sq. ft. \$125 min	\$10 per fixture \$100 min	\$6.00 per fixture \$75 min
		\$10 per fixture \$88 min			above \$2000 value - \$30 + \$4.50 every extra \$1k		Comm. .10/sqft. \$200 min	
Mechanical - Heating & A/C								
Residential - Use Group R5	\$90.00 per system	new home included in initial permit	.02/sq.ft. \$25 min	.01/sq. ft. \$ 50 min	0-\$2000 value - \$30	.02/sq. ft. \$125 min	.10/sq.ft. \$100 min	\$75

Building Inspection & Erosion and Sediment Control Fees Research - 2024								
Fee Type	Fluvanna	Albemarle	Buckingham	Cumberland	Goochland	Louisa	Greene	Madison
All other Use Groups	.06/sq. ft. \$90.00 min	.04/sq. ft. \$80 min	.02/sq.ft. \$25 min	.01/sq. ft. \$ 50 min	above \$2000 value - \$30 + \$4.50 every extra \$1k		.10/sq.ft. \$200 min	.07/sq.ft. \$75 min
All other Mechanical Permits	\$45.00	\$40.00	\$25	\$50			\$100	\$75
Electrical (All Use Groups) all Buildings	.06/sq.ft. \$45.00 min	.04/sq. ft. \$ 80 min.	.02/sq.ft. \$25 min	.01/sq.ft. \$50 min	0-\$2000 value - \$30	.02/sq. ft. \$125 min	.10/sq.ft. \$100 min/Comm \$200 min	.07/sq.ft. \$75 min
All other electrical permits	\$45.00	\$65.00	\$25	\$50	above \$2000 value - \$30 + \$4.50 every extra \$1k		\$100	\$75
Mobile Home parks, campgrounds, RV Parks	\$45.00	\$32.00	\$25	\$50			\$100	\$75
Modular Homes								
Slab & Crawl Space Foundation	\$250.00	\$48.00	.23/sq.ft. \$50 min	.20/sq. ft. \$150 min	0-\$4000 value -\$30	\$300	.18/sq.ft. \$200 min	.18/sq. ft. \$ 75 min
Basment	\$250.00 & .06/sq. ft.	N/A		.20/sq.ft.	above \$4000 value - \$30 + \$4.50 every extra \$1k	\$400	.10/sq. ft.	.18/sq. ft.
Swimming Pools, excluding Electrical Residential	\$65.00	\$54.00	.23/sq.ft. \$50 min	\$75	0-\$4000 value -\$30	\$220	\$200	\$200
Commercial	\$135.00	\$361.00	.23/sq.ft. \$50 min	\$75	above \$4000 value - \$30 + \$4.50 every extra \$1k	\$200	\$300	\$225
Other Structures - Towers, tanks etc.	\$45.00	\$32.00	\$50	\$100	0-\$4000 value -\$30	based on value - chart	\$200	\$75
					above \$4000 - \$30 + \$7.50 every extra \$1k			
Permit Renewals	\$45.00	\$32.00	\$50	\$25	\$30	\$75	\$75	\$50
Re-inpsectin Fee	\$45.00	\$32.00	\$50	\$35	\$30	\$50	\$75	\$50
Appeals to Board of Building Code Appeals	\$90.00	N/A	N/A	\$25	N/A	N/A	N/A	\$350
Address Fee - anything where address is needed	\$35.00 per building plus	N/A	N/A	\$12	N/A	N/A	\$25	N/A
	\$55.00 for each addressed unit							
Erosion and Sediment Control Fees								
Single Family	\$125/per lot	\$170/per lot		\$50	\$100	\$75	\$150	\$150
All other	\$550 plus \$125/acre over 1 acre complete 1 year	up to 1 acre \$290.00		\$300 plus \$50/acre	Less than 2 acres \$900 plus \$50/acre	\$1650 plus \$100 per acre	\$500 plus \$150 per acre	\$300 plus \$200 each additional acre
	\$550 plus \$50/acre over 1 acre complete 2 year	1-5 acres \$2204.00			2-5 acres \$1,500 plus \$50/acre			
	\$500 for each additional year	5-10 acres \$2775.00			Over 5 acres \$2,250 plus \$50/acre			
	\$250 intial plan review fee	10-50 acres \$ 3673.00						
	\$100 per re-review fee	50-100 acres \$4979.00						
		100 acres or more \$7835.00						
Comparison New Home	Fluvanna Ranks 4th out of 8							

Building Inspection & Erosion and Sediment Control Fees Research - 2024								
Fee Type	Fluvanna	Albemarle	Buckingham	Cumberland	Goochland	Louisa	Greene	Madison
Building Permit Fee - 1946 sq. ft with 576 sq ft garage	\$939.86	\$1,462.76	\$746.01	\$667.50	\$764.68	\$1,230.73	\$1,089.72	\$796.11
Erosion and Sediment Control	\$125.00	\$170.00	\$300.00	\$50	\$100	\$75	\$150.00	\$150
Total	\$1,064.86	\$1,632.76	\$1,046.01	\$717.50	\$864.68	\$1,305.73	\$1,239.72	\$946.11
Difference	N/A	Plus \$ 567.90	Minus \$ 18.85	Minus \$ 347.36	Minus \$ 200.18	Plus \$ 240.87	Plus \$ 174.6	Minus \$ 118.75
Comparison Commercial Building								
Commercial Retail Building - 15,000 sqare feet	\$3,900.00	\$3,600.00	\$3,213.00	\$2,100.00	value base	Value base	\$3,000.00	\$3,000.00
(No Trades)								
Difference	N/A	Minus \$300.00	Minus \$ 2,721.36	Minus \$1800.00	value base	Value base	Minus \$900.00	Minus \$ 900.00
Comparison Erosion and Sediment Control Permit								
9.99 acre site	\$1,798.75	\$2,775		\$799.50	\$1,949.50	\$2,649.00	\$1,848.50	\$2,098.00
Difference	N/A	Plus \$976.25		Minus \$999.25	Plus \$150.75	Plus \$850.25	Plus \$49.75	Plus \$ 299.25
Plan Review with 2 Re review's	\$450	\$2,775.00		\$799.50	Included in Above	Included in Above	Included in Above	Included in Above
Difference		Plus \$2325.00		Plus \$349.50				
New Fees for Single Family Dwelling(base same square footage above)	\$1,089.36							
	Plus \$149.50 over current fee's							
No Change on Commercial fees except for the Base Charges on minimum fees	N/A							
New Fee for Erosion & Sediment Control Permit	\$1,998.75							
	Plus \$200							
New Fee for Erosion & Sediment Control Plan Review Fee	\$1,000.00							
	Plus \$550 over current fee's							

***Use Group Classifications**
Use Group A – Assembly use - buildings or structures used for gathering of people for civic, social, religious functions, recreation, food or drink consumption
Use Group B – Business – buildings or structures used for office, professional or service type transactions
Use Group E - Educational – buildings or structures used for educational purposed through the 12th grade
Use Group F – Factory Industrial – buildings or structures used for assembling, disassembling, fabricating, finishing, manufacturing, packing, repair or processing
Use Group H – High Hazard – buildings or structures used for processing, manufacturing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in controlled areas
Use Group I – Institutional – buildings or structures in which care or supervision is provided to who are incapable of self-preservation or who or detained
Use Group M – Mercantile – buildings or structures used for display and sale of merchandise
Use Group R – Residential – buildings or structures which are used for sleeping purposes
Use Group S – Storage – buildings or structures used for storage which are not classified as Hazardous
Use Group U – Utility and Miscellaneous – buildings or structures that are used mainly as accessory structures and not classified in any other group

ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF
FLUVANNA, VIRGINIA”, BY AMENDING § 5-2-2 TO INCREASE THE COSTS OF
CERTAIN BUILDING INSPECTION FEES

BE IT ORDAINED by the Board of Supervisors of Fluvanna County:

(1) That The Code of the County of Fluvanna, Virginia is amended by amending § 5-2-2, as follows:

CHAPTER 5 BUILDINGS

ARTICLE 2. – BUILDING CODE

Sec. 5-2-2. – Schedule of building fees.

The following schedule of fees shall be applicable for building permits in Fluvanna County.

(1) Ordinary repairs as defined in the Building Code	no charge
(2) Building or structure for farm use	no charge
(3) Storage structures with unfinished interior (including additions)	
Residential	.1509 sq. ft. with \$9045.00 minimum
All other use groups	.15 sq. ft. with \$90.00 minimum
(4) Remodeling (not including Electric, Plumbing, Mechanical)	
Use groups R5	\$9065.00
All other use groups	\$315.00
Basement finish after original c/o has been issued	.2013 sq. ft.
(5) Moving or relocation (all use groups)	\$90.00
(6) Razing with attached public utilities (all use groups)	\$9065.00
(7) One and two family dwelling, computed on outside dimensions of finished living space, each floor (Use Groups R5)	.18 sq. ft. \$90.00 minimum
Basement, unfinished space	.1006 sq. ft.
1 & 2 family additions	same as above \$9045.00 minimum
(8) Commercial, Institutional, & Multi-family including additions (Use Groups A, B, I, R, I, & E)	.26 sq. ft. Gross floor area \$270.00 minimum
(9) Industrial & mercantile, including additions (Use Groups F, H, M, & S)	.26 sq. ft. Gross floor area \$270.00 minimum
(10) Plumbing (all use groups)	\$30.00 plus \$8.00 per fixture, \$90 min
(11) Mechanical—Heating & A/C	

Residential (Use Groups R5)—each system	\$90.00
All other use groups	.06 sq. ft. \$90.00 minimum
All other mechanical permits	\$9045.00 minimum
(12) Electrical (all use groups)	
All buildings—existing, new, or addition	.06 sq. ft. \$9045.00 minimum
All other electrical permits (service change)	\$9045.00
Mobile home parks, campgrounds, RV parks	\$9045.00
(Temporary service not required if used with building permit for building)	
Modular homes	
(13) Slab & crawl space foundation	\$315250.00
Basement	\$315250.00 plus .1006 sq. ft.
(14) Manufactured homes:	
Single wide	\$315225.00
Double wide	\$315.00
Basement	.1006 sq. ft.
(15) Swimming pools, excluding electrical	
Residential	\$9065.00
Commercial	\$135.00
(16) Other structures towers, tanks, etc. (excluding electrical, mechanical, plumbing)	\$9045.00
(17) Permit renewals	\$9045.00
(18) Re-inspection fee	\$9045.00
(19) Appeals to board of building code appeals	\$90.00
(20) In addition to the above fees, for all permits for new homes, mobile homes. Multi-family dwellings, Businesses and all other buildings expected to receive, or actually receiving, telephone service	\$35.00 for each separate building, plus \$55.00 for each addressed unit within any such building

Permit Fee Refunds. In the case of a revocation of a permit or the abandonment of a building project, a refund for the portion of the work that was not completed shall be provided when requested in writing. An administrative fee of 25 percent and a fee of \$30.00 per inspection made shall be retained.

The foregoing notwithstanding, except as otherwise expressly provided by law, none of the fees listed herein shall apply to any property owned by the County and used for County purposes.

(Min. Bk. 7, pp. 203, 239; Comp. 1974, ch. 5; Ord. 4-1-77; Ord. 7-1-84; Ord. 5-21-97; Ord. 7-21-99; Ord. 1-17-01; Ord. 11-20-02; Ord. 8-03-05; Ord. 6-17-09; Ord. 7-6-16)

(2) That the Ordinance shall be effective after adoption.

(Seal)

PUBLIC HEARING
Fluvanna County Board of Supervisors
Thursday, June 20, 2024, at 7:00 p.m.

Pursuant to Virginia Code Sections 15.2-1427 and 15.2-2204, a Public Hearing will be held in the Carysbrook Performing Arts Center, at 8880 James Madison Highway, Fork Union, Virginia for citizens of the County to have the opportunity to appear before and be heard by the Board of Supervisors for the following items:

**ORDINANCE TO AMEND “THE CODE OF THE COUNTY OF FLUVANNA, VIRGINIA”, BY AMENDING § 5-2-2
TO INCREASE THE COSTS OF CERTAIN BUILDING FEES**

Copies of the complete text of the above ordinance and fee schedule are available for public review at the Office of the Fluvanna County Administrator during normal business hours. Questions may be directed to Caitlin Solis, Clerk to the Board, at (434) 591-1910. All interested persons wishing to be heard are invited to attend the public hearing.

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB G

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Adoption of the Fluvanna County Board of Supervisors June 5, 2024 Meeting Minutes.				
MOTION(s):	I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday June 5, 2024, be adopted.				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goals(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
STAFF CONTACT(S):	Caitlin Solis, Clerk to the Board				
PRESENTER(S):	Eric Dahl, County Administrator				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	None.				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	Draft Minutes June 5, 2024.				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
					X

FLUVANNA COUNTY BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Carysbrook Performing Arts Center
8880 James Madison Hwy, Fork Union, VA 23055
June 5, 2024
Regular Meeting 5:00pm

MEMBERS PRESENT: Chris Fairchild, Cunningham District, Chair
John M. (Mike) Sheridan, Columbia District, Vice Chair
Mike Goad, Fork Union District
Timothy M. Hodge, Palmyra District
Tony O’Brien, Rivanna District

ABSENT: None.

ALSO PRESENT: Eric M. Dahl, County Administrator
Kelly Harris, Assistant County Administrator
Dan Whitten, County Attorney
Caitlin Solis, Clerk for the Board of Supervisors

1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

At 5:16pm, Chair Fairchild called to order the Regular Meeting of June 5, 2024. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

3 - ADOPTION OF AGENDA

MOTION:	Accept the Agenda, for the June 5, 2024 Regular Meeting of the Board of Supervisors, as amended.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Second	Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

4 - COUNTY ADMINISTRATOR’S REPORT

Mr. Dahl reported on the following topics:
Happy Birthday to Mr. Fairchild!!!
- June 10th

- Announcements and Updates - New Employees
- William Brooks, Emergency Services, EMT Basic Life Support (BLS), Started May 28th
 - Dustin Borrer, Emergency Services, EMT Basic Life Support (BLS), Started May 28th

- Virginia Tourism Corporation Announces Grant Funding for Fluvanna County Tourism
- Fluvanna County received \$13,000 from VTC’s Marketing Leverage Grant Program. In partnership with Arts of Fluvanna, these funds will be used to build on the success of the Find Fluvanna campaign and create and launch a “Fall in Love with Fluvanna” initiative
 - Additionally, the Fluvanna County Fair Board received \$9,000 in grant funds from the Special Events and Festivals category

- Virginia Tourism Corporation Officially Designates Fluvanna County as a Destination Marketing Organization
- At its March 20th meeting, the BOS approved a Resolution to Designate Fluvanna County as a Virginia Destination Marketing Organization, this allowed us to petition the Virginia Tourism Corporation (VTC) to become an Official DMO.
 - Last week, VTC approved the request.
 - This recognition allows the county to access state resources, funding and collaborative marketing initiatives aimed at boosting tourism and economic development.

- Palmyra Arts Fest
- Stone Jail Street, Palmyra, Saturday, June 8, 2024 (rain date June 9), 10:00am to 4:00pm, Local artists and artisans, performers, food trucks, and children’s activities

- Library Events
- The Library kicked off summer with a Mini Menagerie Petting Zoo with over 400 people attending to pet mini farm animals, play games and do farm theme crafts.

- We also started our weekly Summer Feeding Program with the Blue Ridge Food Pantry - providing non-perishable meals every Friday to residents under the age of 18. This program provides 5 breakfasts and 5 suppers in each box. We gave out 112 boxes - which is our max every week for June.

Next BOS Meetings

Day	Date	Time	Purpose	Location
Thu	Jun 20	6:00 PM	Regular Meeting	Circuit Court
Wed	Jul 3	5:00 PM & 6:00 PM	Regular Meeting	Circuit Court
Wed	Aug 7	5:00 PM	Regular Meeting	Circuit Court

5 - PUBLIC COMMENTS #1

At 5:23pm, Chair Fairchild opened the first round of Public Comments. With no one wishing to speak, Chair Fairchild closed the first round of Public Comments at 5:23pm.

6 – BOARDS AND COMMISSIONS

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
Economic Development Authority (EDA) – At-Large Position	Charlotte Gregory		Appt	7/1/2024	6/30/2028
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second	Motion		
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
JAUNT Board	James Schoenster		Appt	7/1/2024	6/30/2027
Library Board of Trustees (LBOT) – At-Large Position	Cheryl Potter (I)		Reappt	7/1/2024	6/30/2028
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second		Motion
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
Monticello Area Community Action Agency (MACAA) – Fluvanna County Representative	Chris Baca		Appt	6/5/2024	10/31/2025
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:			Second	Motion	
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):				
BOARD/COMMISSION/COMMITTEE	APPOINTEES		APPT/ REAPPT	BEGINS TERM	ENDS TERM
Planning Commission – Cunningham District Position	Barry Bibb (I)		Reappt	7/1/2024	6/30/2028

MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan	
ACTION:		Motion	Second			
VOTE:	Yes	Yes	Yes	Yes	Yes	
RESULT:	5-0					
MOTION:	Move the Board of Supervisors approve the following Board, Commission, or Committee appointment(s)/reappointments(s):					
BOARD/COMMISSION/COMMITTEE		APPOINTEES		APPT/REAPPT	BEGINS TERM	ENDS TERM
Planning Commission – Palmyra District Position		Howard Lagomarsino (I)		Reappt	7/1/2024	6/30/2028
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan	
ACTION:		Second	Motion			
VOTE:	Yes	Yes	Yes	Yes	Yes	
RESULT:	5-0					

7 – PRESENTATIONS

VDOT Quarterly Report – Scott Thornton, Residency Administrator/Louisa Residency

Mr. Thornton gave an update on VDOT projects in the county including, maintenance, road mowing, pipe replacements, and construction projects. Mr. Thornton gave an update on moving the 45MPH sign at Martins King Rd; and a 35MPH sign on Rt.6 that needs a speed study to be updated.

- The Board agreed to add a request to preform a speed study from Dixie intersection of Rt 6 and Rt15 to Winnsville Rd. at a future meeting.
- Mr. Goad asked to get signs installed at Bremono Rd. and West Bottom Rd. to post the speed limit to make it easier to enforce.
- Mr. O'Brien asked for rumble strips or a flashing sign before the Riverside entrance on South Boston Rd.
- Mr. Dahl asked the Board if they would like to create a Traffic Safety Committee to review and resolve traffic issues in the County. The Board did not agree to create a new committee, but asked staff to participate on a traffic task force.

Children’s Services Act Semi-Annual Report – Bryan Moeller, CSA Coordinator

Mr. Moeller presented a mid-year update of the Children’s Services Act program including FY24 Purchase of Services and Total Expenditures, CSA Expenditure History, CSA Expenditures by Month, and funding increases.

Department of Emergency Services New Station 3 in Kents Store – Jim True, EMS Supervisor

In the FY25 budget, funding was provided to implement peak load staffing for one ambulance at Rescue Station 3 in Kents Store, which was recently donated to the county by the former Fluvanna Rescue Squad, Inc. Through additional discussions between the Department of Emergency Services and Kents Store Fire Company 3, a change in the staffing location is being requested to now have the EMS providers based out of Kents Store Fire Company 3 instead. This would be a similar model to what we are currently operating under Fork Union Fire Company 2. The rationale is to provide for a more cohesive career staffing and volunteer combination system.

The recently donated Kents Store Rescue Station 3 will now be utilized as a training facility and will also allow the Department of Emergency Services to have covered and secured storage for ambulances and other equipment that is currently in reserve status. The Kents Store Rescue Station 3 will transition into a training facility that will better allow the Department of Emergency Services and other volunteer emergency service departments to hold trainings in a common location. The plan will be to have emergency medical technician classes for the county at this location, as well as EMS and fire continuing education.

TJPDC Rural Housing Study – Laurie Jean Talun, TJPDC Regional Housing and Community Development Grants Manager

Laurie Jean Talun, Regional Housing and Community Development Grants Manager at TJPDC, discussed the 2025 Housing Study, identifying specific opportunities throughout the Planning District to support citizens in their efforts to maintain their homes, and to act strategically about the aging housing stock, while preserving the rural feel of the County.

Fluvanna County Housing Needs – Kim Hyland, Executive Director, Fluvanna-Louisa Housing Foundation (FLHF) & Mozell H. Booker, FLHF Board Member

Kim Hyland, gave the Board an update on the current housing conditions FLHF is experiencing in Fluvanna County; the Central Virginia Rural Housing Program (CVRHP) Rural Housing Group Discussions in our region; needs assessment; FLHF activities and suggestions.

MOTION:	The Board tabled the Action Matters and Consent Agenda until after the Work Session in the Morris Room.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O'Brien	Mr. Sheridan

ACTION:				Motion	Second
VOTE:	Yes	Yes	Yes	Yes	Yes
RESULT:	5-0				

- Mr. Hodge left the meeting at 7:10pm

SOLAR WORK SESSION

Virginia Department of Energy – Aaron Berryhill, Solar Program Manager

Mr. Berryhill discussed Virginia’s Changing Energy Landscape, the National Energy Landscape, Virginia’s Large-Scale Solar Deployment, Mitigating Environmental Impacts, Local Regulation of Solar, Development Standards for Large Scale Solar, required property line and residential setbacks, landscape buffers, and the proximity to transmission lines, as well as Special Purpose Districts.

Dominion Energy – Todd Flowers

Mr. Flowers discussed solar construction, stormwater controls, deployment of projects on previously developed sites, economic benefits of solar, and misinformation on solar.

Virginia Cooperative Extension – John Ignosh

Mr. Ignosh discussed the Virginia Cooperative Whitepaper regarding Extension Soil Site management protocols and Best Management Practices Develop Protocol & Practice Recommendations for utility Scale Solar Site Development and Management in Virginia.

MOTION TO EXTEND

- At 8:46pm, a motion was made to extend the Board of Supervisors meeting.

MOTION:	Approve a motion to extend the June 5, 2024 Regular Board of Supervisors meeting to 11:00pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second			Motion
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

Virginia Farm Bureau – Katelyn Rose Jordan

Ms. Jordan discussed Virginia Farm Bureau Solar Policies; Creating Balance by Defining Prime Farmland, and Farmland Preservation and Property Rights; Agriculture & Prime Farmland in Fluvanna Co. as well as Responsible Implementation & Regulations.

14 - CLOSED MEETING

MOTION:	At 9:50pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Legal Matters – contract user grant under the water and sewer ordinance; Treasurer’s Office turnover audit.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

MOTION:	At 10:38 pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:				Motion	Second
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

MOTION:	Bring tabled agenda items back.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion			Second

VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

8 - ACTION MATTERS

Authorization to Advertise Public Hearing to Amend Section 6-1-5 of the County Code to Increase Erosion and Sediment Control Review Fees – Dan Whitten, County Attorney

This amendment simplifies the schedule for erosion and sediment control review fees by increasing two fees and eliminating others. The increase in erosion and sediment control review fees is estimated at \$10,000 on a fiscal year basis and also more appropriately recoups staff review time.

MOTION:	Advertise the amendments to the County Code to amend Section 6-1-5 to increase erosion and sediment control review fees for a public hearing to be held July 3, 2024				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Absent	Yes	Yes
RESULT:	4-0				

- Mr. Sheridan left the meeting at 10:43pm

Authorization to Advertise a Public Hearing to consider waiver request, Mountain Hill Subdivision – Dan Whitten, County Attorney; Todd Fortune, Director of Planning

This is a Rural Cluster Subdivision. The property in question is located in the Fork Union District, Tax Map 50 A 33, and is zoned A-1. It was accepted by the Planning Commission at its regular meeting on September 12, 2023. However, the subdivision does not meet open space or density requirements per Section 22-4-10.3 of the Fluvanna County Code. A waiver of the Code requirements would be needed for the project to move forward.

MOTION:	Advertise a request for a waiver to the rural cluster requirements under Section 22-4-10.3 of the County Code for the Mountain Hill subdivision for a public hearing to be held July 3, 2024.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Second		Motion	
VOTE:	Yes	Yes	Absent	Yes	Absent
RESULT:	3-0				

9 - PUBLIC HEARING

None.

10 - CONSENT AGENDA

The following items were discussed before approval:

The following items were approved under the Consent Agenda for June 5, 2024:

- Minutes of May 15, 2024 – Caitlin Solis, Clerk to the Board
- Resolution to accept the MOU with Virginia Department of Historic Resources – Dan Whitten, County Attorney
- CRMF - Ambulance 49 Engine Replacement – James True, Emergency Services Supervisor
- CRMF - FMS & FCHS Cabling installation and anchoring of VAPE detectors – Don Stribling, FCPS Executive Director
- CRMF - FMS Hot Water Heater Storage Tank – Don Stribling, FCPS Executive Director
- CRMF - FMS VACORP Property Damage Reimbursement – Don Stribling, FCPS Executive Director

MOTION:	Approve the consent agenda, for the June 5, 2024 Board of Supervisors meeting.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Absent	Yes	Absent
RESULT:	3-0				

11 - UNFINISHED BUSINESS

None.

12 - NEW BUSINESS

None.

13 - PUBLIC COMMENTS #2

At 10:45pm, Chair Fairchild opened the second round of Public Comments. With no one wishing to speak, Chair Fairchild closed the second round of Public Comments at 10:45pm.

15 - ADJOURN

MOTION:	Adjourn the regular meeting of Wednesday, June 5, 2024 at 10:45pm.				
MEMBER:	Mr. Fairchild	Mr. Goad	Mr. Hodge	Mr. O’Brien	Mr. Sheridan
ACTION:		Motion		Second	
VOTE:	Yes	Yes	Absent	Yes	Absent
RESULT:	3-0				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

Caitlin Solis
Clerk to the Board

Christopher S. Fairchild
Chair

DRAFT



BOARD OF SUPERVISORS
County of Fluvanna
Palmyra, Virginia
RESOLUTION No. 25 - 2024

**A RESOLUTION TO ACCEPT MEMORANDUM OF UNDERSTANDING WITH
THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES**

WHEREAS, the Virginia Department of Historic Resources (the “Department”) has awarded a state grant for historic preservation in the amount of Three Hundred Ten Thousand Dollars (\$310,000) (the “Funds”) for the historic courthouse structural repair and stabilization project (the “Project”); and

WHEREAS, the Funds will be transferred from the Department to the County no later than June 30, 2024; and

WHEREAS, the County desires to accept the Funds from the Department for the Project.

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Supervisors of Fluvanna hereby accepts the Funds from the Department for the Project; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors of Fluvanna County on this 5th day of June 2024.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Christopher Fairchild, Cunningham District						
D. Mike Goad, Fork Union District						
Timothy M. Hodge, Palmyra District						
Anthony P. O’Brien, Rivanna District						
John M. Sheridan, Columbia District						

Attest:

Christopher Fairchild, Chair
Fluvanna County Board of Supervisors

DR

FLUVANNA COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

TAB H

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Position Upgrades for Clerk of the Circuit Court's Office				
MOTION(s):	<p>I move the Board of Supervisors approve the following position upgrades and amended position descriptions, as presented, for the Clerk of the Circuit Court's Office:</p> <ul style="list-style-type: none"> A Full-time Deputy Clerk II, to a Full Time Deputy Clerk III - Criminal Court Clerk & Executive Assistant; A Full-time Deputy Clerk II, to a Full Time Deputy Clerk IV - Court Finance Management Analyst; A Full-time Deputy Clerk III, to a Full Time Deputy Clerk IV - Criminal Court Division Lead; A Full-time Deputy Clerk III, to a Full Time Deputy Clerk IV - Probate Clerk; A Full-time Chief Deputy Clerk I, to a Full Time Chief Deputy Clerk II. <p>and further move to approve the amended position description for Deputy Clerk III – Jury Management Coordinator, as presented.</p>				
BOS 2 YEAR GOALS?	Yes	No	If yes, list goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Tristana Treadway, Clerk of the Circuit Court Donna Snow, Director of Human Resources				
PRESENTER(S):	Tristana Treadway, Clerk of the Circuit Court				
RECOMMENDATION:	Approve				
TIMING:	Normal				
DISCUSSION:	<p>This request is to align job duties with job titles and position descriptions.</p> <p>Funds for the position upgrades were approved in the Clerk of the Circuit Court's FY25 budget.</p> <ul style="list-style-type: none"> Deputy Clerk II → Deputy Clerk III-Criminal Court Clerk & Executive Assistant Deputy Clerk II → Deputy Clerk IV-Court Finance Management Analyst Deputy Clerk III → Deputy Clerk IV-Probate Clerk Deputy Clerk III → Deputy Clerk IV-Criminal Court Division Lead Chief Deputy Clerk I → Chief Deputy Clerk II 				

	Current staffing and proposed staffing:							
	Current	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Clerk of the Circuit Court
		0	3	3	0	1	0	1
	Proposed	Deputy I	Deputy II	Deputy III	Deputy IV	Chief Deputy I	Chief Deputy II	Clerk of the Circuit Court
		0	1	2	3	0	1	1
FISCAL IMPACT:	Funds allocated in FY25 budget.							
POLICY IMPACT:	N/A							
LEGISLATIVE HISTORY:	N/A							
ENCLOSURES:	<p>Current Position Descriptions for:</p> <ul style="list-style-type: none"> Deputy Clerk II Deputy Clerk III Chief Deputy Clerk I <p>Draft Position Descriptions for:</p> <ul style="list-style-type: none"> Deputy Clerk III-Criminal Court Clerk & Executive Assistant Deputy Clerk III-Jury Management Coordinator Deputy Clerk IV-Court Finance Management Analyst Deputy Clerk IV-Criminal Court Division Lead Deputy Clerk IV-Probate Clerk Chief Deputy Clerk II 							
REVIEWS COMPLETED:	Legal		Finance		Purchasing		HR	
			X				X	

DEPUTY CLERK II - 1821

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing legal documents; entering data; indexing records and documents; collecting fees; maintaining records and files; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives incoming calls, answers questions and provides information on Circuit Court matters; assists the public, attorneys and other public agencies with general information, completing forms, filing and court rules; examines and returns all recorded documents.
- Collects taxes, fees, fines and court costs using electronic cash register and computerized financial management system; opens, closes and balances cash drawer; prepares deposit.
- Records deeds, deeds of trust, certificates of satisfaction, assignments, refinance deeds of trust, etc.
- Issues marriage licenses; types indexes and files licenses.
- Serves as Criminal Court Assistant; prepares formal court notes; assists in preparing courtroom and jury room; prepares capiases and show causes; assists in preparation of continued custody and disposition forms; enters cases and updates cases in CMS; files, analyzes and maintains monthly Case Management Report; proof dockets and assists in pulling court files.
- Probates wills and prepares all necessary documents for wills to be probated; schedules probate appointments; indexes probate documents.
- Processes gun permit applications; prepares gun permits and mail gun permit letters.
- Assists in preparation of jury petition list.
- Processes incoming and outgoing mail.
- Orders and maintains postage supplies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; thorough knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; thorough knowledge of Office programs and policies; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with court officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some secretarial experience preferably in a clerk's office or law office.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken

word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain certifications as a Certified Deputy Clerk within one year of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary
☐ Exempt – Professional Compensatory
☐ Exempt – Administrative Compensatory
☒ Non-Exempt

Pay Grade: 10

Approved as to form: _____ Date _____

Approved: _____ Date _____
Clerk of the Circuit Court

Approved: _____ Date _____
County Administrator

Approved by Board of Supervisors: June 2, 2004.



Fluvanna County, Virginia
Department of Clerk of the Circuit Court
Job Description

DEPUTY CLERK III - CRIMINAL DIVISION CLERK & EXECUTIVE ASSISTANT

Job Class #:	1831
Pay Grade:	14
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt (Hourly)
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Performs a variety of tasks involving court matters. This position performs functions necessary for the efficient flow of cases through the Circuit Court. Provides instruction and supervision on all matters related to criminal cases. Works under the supervision of the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

- Enter all new felonies, misdemeanors, probation/good behavior violations and district court appeals in the Case Management System (CCMS).
- Update all felonies, misdemeanors, probation/good behavior violations, and district court appeals in CCMS.
- Review, organize, and maintain all documents and filings in criminal cases through the Case Imaging System (CIS) ensuring that all necessary documents are scanned and present in the file.
- Ensure confidentiality of documents and information in case files, pursuant to the Code of Virginia.
- Prepare documents and materials for upcoming court hearings for both the clerk and judge.
- Assist defendants, the general public, attorneys, law enforcement, jails, correctional facilities, and others with criminal cases.
- Track defendants and the bond status of defendants.
- Prepare weekly dockets for all court hearings and disseminate them to necessary agencies and parties.
- Revise and update dockets as necessary and disseminate.
- Assemble information and documents necessary for each court hearing.
- Attend court hearings and keep a record of the proceedings for preparation of Court Orders.
- Prepare notices for defendants regarding future court dates.
- Complete all follow-up work from court hearings including preparation of required court documents such as continued custody orders, disposition notices, referrals to probation, and forward to outside agencies.
- Communicate with jails, correctional facilities, and probation regarding requirements from court hearings.
- Arrange transportation of inmates with the Sheriff's Office (SO) and jails/correctional facilities and prepare necessary transportation orders.
- Determine need and schedule interpreters as needed for defendants and court hearings.
- Determine necessity and communicate with the Sheriff's Office and jails/correctional facilities to schedule video appearances and hearings.

- Accurately update all criminal court hearings and matters in CCMS and ensure that all documents have been made part of the record.
- Communicate with the Court reporter and ensure the court reporter is present in accordance with the law.
- Assist judge and clerk in the courtroom and in the absence of the Clerk, serve as courtroom Clerk.
- Prepare all restricted driver's licenses for the judge, assist offenders with paperwork, and communicate with DMV and VASAP.
- Determine Central Criminal Records Exchange requirements for the Virginia State Police (VSP) and ensure that requirements are fulfilled and forwarded to VSP. Communicate with SO to accomplish these tasks.
- Determine and report DNA requirements by using the Virginia Dept. of Forensic Science DNA Data Bank.
- Working knowledge of Titles 16.1, 17.1, 18.2, 19.2, and 46.2, of the Code of Virginia relating to circuit court, including but not limited to juvenile court appeals, courts of record, criminal charges, violations, minimum mandatory sentences, and driver's license suspension.
- Working knowledge of Titles 17.1, 55.1, and 58.1 of the Code of Virginia relating recordation of land records, including but not limited to, taxation, recording standards, indexing, notarial acts, and Uniform Real Property Electronic Recording Act.
- Communicate and manage jurors in court.
- Integrated Revenue Management System tax agent backup for VA. Department of Treasury.
- Track and process tax set-off collections for court fines, costs, and restitution in the absence of the Finance Analyst.
- Perform highly skilled and complex clerical and administrative work for the Clerk of Court and Chief Deputy Clerk.
- Monitor and review all court file documents, including civil, criminal, juvenile, adoption, and miscellaneous to ensure that they are properly scanned and filed and ready for destruction.
- Perform end-of-day reconciliation of monies and prepare necessary financial records.
- Handle telephone calls and route or independently assist the public with information and requests.
- Handle walk-in citizens and assist with requests, research, and information.
- Recordation of e-recordings, land records, and plats.
- Issue marriage licenses, process concealed handgun permits, accept and process passports and Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and clerk's office policies and procedures.
- Various Acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.

- Preparing, presenting, and explaining documents, laws, and procedures.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist the public with reading historic records.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary, local jails, correctional institutions, probation officers, and local agencies and offices, and community members.
- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to this position.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Demonstrate leadership within the clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related field or three (3) to five (5) years of experience legal work or related field, that includes professional-level understanding and interpretation of laws.
- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk's office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Local travel is required for bank business, meetings, and/or presentations.
- Some travel for training and education.
- Vocal communication is required for expressing or exchanging ideas using the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 10, 2024	April 10, 2024	April 10, 2024	

DEPUTY CLERK II - 1821

GENERAL DEFINITION OF WORK:

Performs intermediate skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing legal documents; entering data; indexing records and documents; collecting fees; maintaining records and files; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives incoming calls, answers questions and provides information on Circuit Court matters; assists the public, attorneys and other public agencies with general information, completing forms, filing and court rules; examines and returns all recorded documents.
- Collects taxes, fees, fines and court costs using electronic cash register and computerized financial management system; opens, closes and balances cash drawer; prepares deposit.
- Records deeds, deeds of trust, certificates of satisfaction, assignments, refinance deeds of trust, etc.
- Issues marriage licenses; types indexes and files licenses.
- Serves as Criminal Court Assistant; prepares formal court notes; assists in preparing courtroom and jury room; prepares capiases and show causes; assists in preparation of continued custody and disposition forms; enters cases and updates cases in CMS; files, analyzes and maintains monthly Case Management Report; proof dockets and assists in pulling court files.
- Probates wills and prepares all necessary documents for wills to be probated; schedules probate appointments; indexes probate documents.
- Processes gun permit applications; prepares gun permits and mail gun permit letters.
- Assists in preparation of jury petition list.
- Processes incoming and outgoing mail.
- Orders and maintains postage supplies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; thorough knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; thorough knowledge of Office programs and policies; ability to communicate ideas effectively in both oral and written forms; ability to establish and maintain effective working relationships with court officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some secretarial experience preferably in a clerk's office or law office.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken

word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain certifications as a Certified Deputy Clerk within one year of employment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary
☐ Exempt – Professional Compensatory
☐ Exempt – Administrative Compensatory
☒ Non-Exempt

Pay Grade: 10

Approved as to form: _____ Date _____

Approved: _____ Date _____
Clerk of the Circuit Court

Approved: _____ Date _____
County Administrator

Approved by Board of Supervisors: June 2, 2004.



Fluvanna County, Virginia
Department of Clerk of the Circuit Court
Job Description

DEPUTY CLERK IV - COURT FINANCE MANAGEMENT ANALYST I/II

Job Class #:	1843
Pay Grade:	16
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt (Hourly)
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Performs a variety of tasks involving complex research, analysis, and reconciliation of financial information for the Court. This position monitors and provides technical accounting expertise and support for various complex county & state funds, assists in the development, and maintain the policies and procedures, prepares financial statements, and addresses matters related to audit and compliance. This position assists the Clerk with budgeting, accounting, and procurement functions. Works under the supervision of the Circuit Court Clerk, however, does supervise other employees.

ESSENTIAL FUNCTIONS

- Input and process accounting journal entries for receivables, disbursements, & restitution payments using the Financial Accounting System (FAS).
- Perform monthly reconciliations for general ledger accounts and trust fund accounts.
- Conduct and coordinate difficult and complex research, analysis, and reconciliation of financial information for audit purposes and financial reporting; and assist the clerk with monitoring and administration of non-reverting funds.
- Organize and prepare for the annual audit and the preparation of all required documentation.
- Research, analyze, and summarize various financial records to develop financial reports such as financial statements, statistical tables, and notes for the State Compensation Board and other external entities.
- Manage annual budget expenditures, and track funds status for both the Clerk of Court and Circuit Court Operations budgets using MUNIS.
- Prepare revenue forecasts and expenditure projections.
- Prepare all reports of the fiscal condition of the office and report to the Clerk.
- Prepare and disburse all required financial reports and land transfer reports.
- Create presentations for the County Administrator & Board of Supervisors and attend meetings in the absence of the Clerk.
- Code invoices for payment.
- Certify recordation tax reimbursement with the State Department of Accounts.
- Process trust fund payment requests, prepare court orders, calculate final payout, and maintain contact and communication with the recipient.
- Monitor & input trust fund income and process journal vouchers.
- Certify reimbursements of Technology Trust Fund monies and applicable salary reimbursements through State Compensation Board software (COIN).

- Process and remit locality balances to the local Treasurer’s office and monthly disbursements to Lake Monticello.
- Collect and prepare workload and statistical data for reporting to local and state agencies and determine financial needs based on data.
- Prepare Clerk & Circuit Court Operations yearly local budget with input from the Clerk.
- Prepare and complete annual state budget requests and monthly reimbursements to the State Compensation Board.
- Monitor, and prepare necessary documents to escheat and/or transmit unclaimed funds to proper authority pursuant to the Code of Virginia.
- Integrated Revenue Management System tax agent for VA. Department of Treasury. – **Analyst II**
- Track and process tax set-off collections for court fines, costs, and restitution.
- Organize & store financial records. Determine retention schedules based on the Library of Virginia and Audit requirements. Document destruction as allowed.
- Train and supervise staff to perform necessary financial duties of the office as needed. – **Analyst II**
- Manage copy accounts for attorneys, surveyors, and title searchers, invoice, and collect payments.
- Monitor end-of-day reconciliation of monies and prepare necessary financial records.
- Assist with all FOIA requests for the Fluvanna County Circuit Court.
- Prepare travel reimbursement forms both state and local.
- Assist Clerk with Grant writing and track and prepare grant expenditures and requirements.
- Maintain and update the office website.
- Maintain a database of all office equipment, computers, and copie. Track replacement schedules, and necessary upgrades, and communicate with vendors regarding such.
- Handle telephone calls and route or independently assist the public with information and requests.
- Handle walk-in citizens and assist with requests, research, and information.
- Issue marriage licenses, process concealed handgun permits, accept and process passports and Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public financial management.
- Budget development and management principles.
- Relevant federal and state laws, county ordinances, and clerk’s office policies and procedures.
- Principles and practices of accounting and budgeting in a Circuit Court Clerk’s office and local government.
- Principles and practices of state and local government procurement and purchasing.
- Legislative processes related to Circuit Court Clerk’s offices and local government.
- Modern office practices, procedures, and equipment.
- Website development and maintenance. – **Analyst II**
- Public communication techniques and strategies.
- Freedom of Information Act and how it applies to Circuit Court Clerk’s offices. – **Analyst II**

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.

- Preparing, presenting, and explaining reports.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist the public with reading historic records.
- Apply professional accounting practices, methods, and techniques.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary, State Compensation Board, Department of Taxation, County Administration, Finance office, local agencies and offices, and community members.
- Prepare and present clear and effective financial and narrative reports, correspondence, and other materials.
- Analyze complex problems and develop specific solutions.
- Assess costs and benefits of potential financial actions.
- Evaluate complex financial systems and effectively formulate and install accounting methods, procedures, forms, and records.
- Instruct and supervise other office employees in necessary tasks related to finance. – **Analyst II**
- Develop long-range financial plans. – **Analyst II**
- Assist in developing goals, objectives, policies, procedures, and work standards for the finance division of the clerk's office. – **Analyst II**
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures. – **Analyst II**
- Demonstrate leadership within the clerk's office. – **Analyst II**

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in finance, accounting, or a closely related field or three (3) to five (5) years of experience in accounting or auditing, that includes professional-level accounting experience in accounts receivable, accounts payable, or general ledger.
- Advanced proficiency in Microsoft Office.
- Government/Fund accounting experience preferred. – **Analyst II**
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk's office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Local travel is required for bank business, meetings, and/or presentations.
- Some travel for training and education.
- Vocal communication is required for expressing or exchanging ideas using the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

<ul style="list-style-type: none">Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none">Criminal Background Check			
Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 10, 2024	April 10, 2024	April 10, 2024	

DEPUTY CLERK III - 1831

GENERAL DEFINITION OF WORK:

Performs difficult skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing legal documents; entering data; attending court and performing clerk duties; maintaining records and files; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages matters pertaining to probate of wills and qualification of fiduciaries for decedents, minors, trusts and incapacitated persons; responds to initial inquiries from the public; writes probate orders and fiduciary orders; receives and files fiduciary inventories and accountings, and trustee settlements.
- Proofreads criminal and civil orders and a variety of miscellaneous documents; assists clerk and judge in court.
- Scans documents into computer; assigns pages to proper instruments; merges into system; computer indexes and deeds.
- Prepares and maintains financial records for cash reconciliation, trust account management, compensation and expenses, etc.
- Orders supplies and maintains an adequate inventory on hand.
- Assists the public, in the office and on the phone with information on all matters of which they may inquire, such as use of the public records, issuance of marriage licenses, passport applications, notary public qualifications, recordation of deeds, judgments and financing statements, etc; processes gun permit applications and mails permits.
- Certifies copies of records, administers oaths to various officers, etc.; collects taxes, fees, fines and court costs for the state and local governments using the cash register and FMS; computes criminal costs and enters into FMS; prepares and makes deposits.
- Receives and docket criminal and civil cases as they are filed; sets-up file folder and CMS data base; prepares CMS to print out papers for service of process; receives and files written motions, notices, certificates, praecipes and any other documents submitted to the court for ongoing cases; coordinates case files and the court schedule.
- Issues subpoenas, witness summons, etc.; processes the returns of legal service; receives and files search warrant affidavits and the return of search warrants.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; thorough knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; comprehensive knowledge of Office programs and policies; ability to communicate ideas effectively in both oral and written forms; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with Court officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business or public administration or a related field and considerable experience in clerical work in the office of the Clerk of Circuit Court including

considerable administrative experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of certification as a Certified Deputy Clerk.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary
☐ Exempt – Professional Compensatory
☐ Exempt – Administrative Compensatory
☒ Non-Exempt

Pay Grade: 11

Approved as to form: _____ Date _____

Approved: _____ Date _____
Clerk of the Circuit Court

Approved: _____ Date _____
County Administrator

Approved by Board of Supervisors: June 2, 2004.



Fluvanna County, Virginia
Department of Clerk of the Circuit Court
Job Description

DEPUTY CLERK III - JURY MANAGEMENT COORDINATOR

Job Class #:	1832
Pay Grade:	14
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt (Hourly)
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Performs a variety of tasks involving jury matters. This position performs functions necessary to ensure that jury selection and management are smooth and efficient processes in the Circuit Court. Provides instruction and supervision on all matters related to jury management. Works under the supervision of the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

- Request annual jury pool from the Office of the Executive Secretary after determining juror needs based on historical and statistical data.
- Communicate and collaborate with jury management software vendors for upload of annual pool and questionnaire requests.
- Receive, sort, scan & entry of 4,000+ annual jury questionnaires for use by the Jury Commission.
- Draft and prepare necessary paperwork and court orders relating to jury management, jury commission, grand jury, and condemnation juries.
- Coordinate and assemble Jury Commission annually.
- Prepare the annual Grand Jury list for approval by the Judge and enter all data into the jury management system.
- Prepare petit jury lists for each term of court for approval by the Clerk and Judge.
- Monitor and track all civil, criminal, and grand juries.
- Determine the number of jurors needed for each trial based on known factors and data.
- Prepare random jury panels for each case.
- Ensure that each juror is summonsed for each trial.
- Communicate and work with the Sheriff's office on summonsing and service of all jurors for each trial.
- Receive and process all trial questionnaires.
- Communicate with jurors regarding their service and manage all deferrals, exemptions, and excusals based on statute and court guidelines.
- Prepare and transmit counsel reports before each trial in accordance with the statute.
- Oversee the check-in process and juror orientation on the day of trial.
- Prepare and distribute scrambled jury list and seating chart.
- Prepare all school and work-related excuses for jurors and witnesses.
- Assist with requests for ADA or other accommodations by jurors.
- Prepare vouchers for review by the Clerk & Judge for payment of all jurors.

- Communicate and update the sheriff's office, court staff, court reporters, and jury information line when a jury is continued or canceled.
- Access the case management system to retrieve information and update records in the jury management system.
- Generate reports and documents from the jury management system.
- Ensure confidentiality of all jury lists in accordance with the law.
- Working knowledge of all relevant code sections relating to petit juries, jury commissions, grand juries, condemnation juries, exemptions, and jury selection processes.
- Supervise and train other staff members with jury tasks when necessary.
- Supervise Passport Acceptance Agents in the office for compliance with U.S. Passport Agency rules and regulations.
- Communicate with the U.S. Passport Agency and coordinate all necessary audits, training, and certification.
- Prepare and transmit passport reports and monitor passport processing and tracking.
- Ensure that all passport applications, documentation, materials, and fees are current and available.
- Monitor and process marriage returns and indexing of such.
- Prepare required monthly reports for the Virginia Division of Vital Records.
- Track marriage license returns and prepare the annual list for the Commonwealth's Attorney as required by statute.
- Prepare Concealed Handgun Permit applications for the judge's review and signature.
- Distribute permits to all applicants who have been approved.
- Transmit data to the Virginia State Police for all issued permits or amended permits.
- Working knowledge of Titles 17.1, 55.1, and 58.1 of the Code of Virginia relating recordation of land records, including but not limited to, taxation, recording standards, indexing, notarial acts, and Uniform Real Property Electronic Recording Act.
- Perform end-of-day reconciliation of monies and prepare necessary financial records.
- Handle telephone calls and route or independently assist the public with information and requests.
- Handle walk-in citizens and assist with requests, research, and information.
- Recordation of e-recordings, land records, and plats.
- Issue marriage licenses, process concealed handgun permits, Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and clerk's office policies and procedures.
- Various acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.
- Preparing, presenting, and explaining documents, laws, and procedures.

- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist the public with reading historic records.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary, the Sheriff's Office, outside agencies and offices, and community members.
- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to jury matters.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Demonstrate leadership within the clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related field or three (3) to five (5) years of experience legal work or related field, that includes professional-level understanding and interpretation of laws.
- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk's office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Local travel is required for bank business, meetings, and/or presentations.
- Some travel for training and education.
- Vocal communication is required for expressing or exchanging ideas using the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 10, 2024	April 10, 2024	April 10, 2024	

DEPUTY CLERK III - 1831

GENERAL DEFINITION OF WORK:

Performs difficult skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing legal documents; entering data; attending court and performing clerk duties; maintaining records and files; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages matters pertaining to probate of wills and qualification of fiduciaries for decedents, minors, trusts and incapacitated persons; responds to initial inquiries from the public; writes probate orders and fiduciary orders; receives and files fiduciary inventories and accountings, and trustee settlements.
- Proofreads criminal and civil orders and a variety of miscellaneous documents; assists clerk and judge in court.
- Scans documents into computer; assigns pages to proper instruments; merges into system; computer indexes and deeds.
- Prepares and maintains financial records for cash reconciliation, trust account management, compensation and expenses, etc.
- Orders supplies and maintains an adequate inventory on hand.
- Assists the public, in the office and on the phone with information on all matters of which they may inquire, such as use of the public records, issuance of marriage licenses, passport applications, notary public qualifications, recordation of deeds, judgments and financing statements, etc; processes gun permit applications and mails permits.
- Certifies copies of records, administers oaths to various officers, etc.; collects taxes, fees, fines and court costs for the state and local governments using the cash register and FMS; computes criminal costs and enters into FMS; prepares and makes deposits.
- Receives and docket criminal and civil cases as they are filed; sets-up file folder and CMS data base; prepares CMS to print out papers for service of process; receives and files written motions, notices, certificates, praecipes and any other documents submitted to the court for ongoing cases; coordinates case files and the court schedule.
- Issues subpoenas, witness summons, etc.; processes the returns of legal service; receives and files search warrant affidavits and the return of search warrants.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; thorough knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; comprehensive knowledge of Office programs and policies; ability to communicate ideas effectively in both oral and written forms; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with Court officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business or public administration or a related field and considerable experience in clerical work in the office of the Clerk of Circuit Court including

considerable administrative experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of certification as a Certified Deputy Clerk.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary
☐ Exempt – Professional Compensatory
☐ Exempt – Administrative Compensatory
☒ Non-Exempt

Pay Grade: 11

Approved as to form: _____ Date _____

Approved: _____ Date _____
Clerk of the Circuit Court

Approved: _____ Date _____
County Administrator

Approved by Board of Supervisors: June 2, 2004.



Fluvanna County, Virginia
Department of Clerk of the Circuit Court
Job Description

DEPUTY CLERK IV - PROBATE CLERK

Job Class #:	1841
Pay Grade:	16
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt (Hourly)
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Performs a variety of tasks involving complex matters of Wills, Trusts, and Fiduciaries. This position performs the function of quasi-judge for probate matters as assigned to the Clerk of Court by the Code of Virginia. Provides instruction and supervision on all matters related to probate. Works under the supervision of the Circuit Court Clerk, however, does supervise other employees.

ESSENTIAL FUNCTIONS

- Maintain extensive knowledge of probate, guardian conservatorship, and trust laws in Virginia and legislative updates to such laws. This includes the entirety of Title 64.2 of the Code of Virginia and includes but is not limited to Sections included in Title 17.1 (Courts of Record), 58.1 (Taxation), 8.01 (Civil Remedies and Procedures) of the Code of Virginia.
- Understand complex matters relating to probate, administration of estates, administration for other purposes, testamentary guardians, guardianships, conservatorships, guardians for a minor, etc.
- Determine jurisdiction and whether the action can be filed and/or probated in Fluvanna County in accordance with the law.
- Review all Wills, foreign or domestic, to determine if the will and/or codicil are valid and meet all criteria to be probated under Virginia law.
- Determine and require strict compliance with legal requirements for proving a Will in Virginia. (Attested Wills, Self-Proving Wills, Holographic Wills, Nuncupative, Joint Wills, Foreign Wills)
- Rejection of Wills that do not adhere to legal requirements.
- Preparation of rejection orders.
- Effectively communicate with the public relating to probate and estate matters.
- Collection of necessary and required information and forms for preparation of probate documents.
- Must have a working knowledge of Descent and Distribution in Virginia, including but not limited to afterborn heirs, inheritance rights, collaterals of the half-blood, etc.
- Determine whether probate or grant of administration is necessary and communicate the considerations to heirs or proponent of Will regarding what may be necessary or required.
- Prepare and explain Real Estate Affidavits.
- Prepare and/or explain the Small Estate Affidavit and requirements.
- Compel the production of a Will, if necessary.
- Understand and have the ability to explain the Uniform Simultaneous Death Act, if necessary.

- Working knowledge of the Uniform Adult Guardianship and Protective Proceedings Jurisdiction Act, Uniform Fiduciary Access to Digital Assets Act, Virginia Small Estate Act, and other acts included in Title 64.2 of the Code of Virginia.
- Qualify personal representatives (i.e. executors, administrators, administrators cta, curators, testamentary trustees, guardians, conservators, guardians of minors or their estates, committee, etc.)
- Prepare and explain Affidavits of Notice and know the laws relating to such.
- Determine the suitability, fitness, and competence of a person requesting qualification.
- Knowledge of Acts barring property rights commonly known as the "Slayer Statutes".
- Prepare the Probate Tax Return and have a working knowledge of related tax statutes in Virginia.
- Calculate and collect all probate taxes and fees.
- Determine the bond for the estate, including the penalty of the bond, security on the bond, when security shall be waived, and when security may be waived.
- Explain and provide a statement of responsibilities to an executor or administrator at the time of probate.
- Prepare certificates of qualification, letters of testamentary, and/or letters of administration.
- Ensure that a resident agent is appointed, if necessary, and explain the law regarding such.
- Index and scan all required documents to the Will Book and distribute copies as required.
- Determine retention schedules based on Library of Virginia standards and assist with destruction when necessary.
- Train staff to assist with preliminary probate matters and supervise staff.
- Prepare and furnish, in accordance with the law, required lists, reports, and revocations to the Commissioner of Accounts.
- Publish notices to show cause against distribution.
- Issue summons against fiduciaries as reported and requested by the Commissioner of Accounts.
- Maintain a working relationship with the Commissioner of Accounts and assistants.
- Review all inventories upon filing by the Commissioner of Accounts and compare them to Probate Tax Returns. If additional probate tax is required, communicate with the fiduciary, prepare the amended probate tax return, and collect additional probate tax.
- Record, index, and scan all Settlements, Statements in Lieu of Accountings, Accounts of Trustees Sales, and Exemption claims.
- Working knowledge of exemption claims, disclaimers, insolvent estates, elective shares, and augmented estate and ability to explain such claims and allowances.
- Prepare and explain documents related to the appointment and qualification of guardians and conservators in compliance with the order of the court.
- Understanding of county ordinances as they relate to probate tax, plats, and other matters relating to this office.
- Working knowledge of Titles 17.1, 55.1, and 58.1 of the Code of Virginia relating recordation of land records, including but not limited to, taxation, recording standards, indexing, notarial acts, and Uniform Real Property Electronic Recording Act.
- Perform end-of-day reconciliation of monies and prepare necessary financial records.
- Handle telephone calls and route or independently assist the public with information and requests.
- Handle walk-in citizens and assist with requests, research, and information.
- Recordation of e-recordings, land records, and plats.
- Issue marriage licenses, process concealed handgun permits, accept and process passports and Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and clerk's office policies and procedures.
- Various Acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.
- Preparing, presenting, and explaining documents, laws, and procedures.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist the public with reading historic records.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary, Commissioner of Accounts and staff, local agencies and offices, and community members.
- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to this position.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Demonstrate leadership within the clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related field or three (3) to five (5) years of experience in probate and estates or legal work, that includes professional-level understanding and interpretation of laws.
- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk's office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.

- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Local travel is required for bank business, meetings, and/or presentations.
- Some travel for training and education.
- Vocal communication is required for expressing or exchanging ideas using the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 10, 2024	April 10, 2024	April 10, 2024	

DEPUTY CLERK III - 1831

GENERAL DEFINITION OF WORK:

Performs difficult skilled clerical work in the Office of the Clerk of the Circuit Court; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing legal documents; entering data; attending court and performing clerk duties; maintaining records and files; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages matters pertaining to probate of wills and qualification of fiduciaries for decedents, minors, trusts and incapacitated persons; responds to initial inquiries from the public; writes probate orders and fiduciary orders; receives and files fiduciary inventories and accountings, and trustee settlements.
- Proofreads criminal and civil orders and a variety of miscellaneous documents; assists clerk and judge in court.
- Scans documents into computer; assigns pages to proper instruments; merges into system; computer indexes and deeds.
- Prepares and maintains financial records for cash reconciliation, trust account management, compensation and expenses, etc.
- Orders supplies and maintains an adequate inventory on hand.
- Assists the public, in the office and on the phone with information on all matters of which they may inquire, such as use of the public records, issuance of marriage licenses, passport applications, notary public qualifications, recordation of deeds, judgments and financing statements, etc; processes gun permit applications and mails permits.
- Certifies copies of records, administers oaths to various officers, etc.; collects taxes, fees, fines and court costs for the state and local governments using the cash register and FMS; computes criminal costs and enters into FMS; prepares and makes deposits.
- Receives and docket criminal and civil cases as they are filed; sets-up file folder and CMS data base; prepares CMS to print out papers for service of process; receives and files written motions, notices, certificates, praecipes and any other documents submitted to the court for ongoing cases; coordinates case files and the court schedule.
- Issues subpoenas, witness summons, etc.; processes the returns of legal service; receives and files search warrant affidavits and the return of search warrants.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the office methods, procedures and practices of the Office of the Clerk of the Circuit Court; thorough knowledge of business English, spelling and arithmetic; ability to operate standard office, word processing and data entry equipment; comprehensive knowledge of Office programs and policies; ability to communicate ideas effectively in both oral and written forms; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with Court officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business or public administration or a related field and considerable experience in clerical work in the office of the Clerk of Circuit Court including

considerable administrative experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of certification as a Certified Deputy Clerk.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA Status: ☐ Exempt – Executive Discretionary
☐ Exempt – Professional Compensatory
☐ Exempt – Administrative Compensatory
☒ Non-Exempt

Pay Grade: 11

Approved as to form: _____ Date _____

Approved: _____ Date _____
Clerk of the Circuit Court

Approved: _____ Date _____
County Administrator

Approved by Board of Supervisors: June 2, 2004.



Fluvanna County, Virginia
Department of Clerk of the Circuit Court
Job Description

DEPUTY CLERK IV - CRIMINAL COURT DIVISION LEAD

Job Class #:	#1842
Pay Grade:	16
Category:	Full-Time(with benefits)
FLSA Status:	Non-Exempt (Hourly)
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Performs a variety of tasks involving court matters. This position performs functions necessary for the efficient flow of cases through the Circuit Court. Provides instruction and supervision on all matters related to criminal cases and court. Works under the supervision of the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

- Draft and prepare all criminal court orders, including, but not limited to, sentencing, revocation, grand jury, bond, arraignment, motions, and scheduling.
- Assist the Clerk, Judge, and any Judge Designate with processing required documents relating to rulings.
- Prepare all civil orders in *pro se* cases, including but not limited to protective orders.
- Preparation of sentencing guidelines for submission to the Virginia Sentencing Commission.
- Prepare, communicate, and transmit orders and documentation for psychosexual, competency, and sanity evaluations.
- Issue necessary transportation orders relating to such evaluations.
- Track progress and status of evaluations and update counsel.
- Audit criminal cases for accuracy and consistency of information, including but not limited to, identifying information, code sections, and VCC codes.
- Review and process vouchers for payment of court-appointed attorneys, interpreters, court reporters, and others as necessary.
- Update the Case Management System in both criminal and civil cases when necessary.
- Receive and process Search Warrants.
- Maintain court calendar for accurate docketing of cases.
- Ensure confidentiality of documents and information in case files, pursuant to the Code of Virginia.
- Prepare case histories and summaries for arraignment, trials, and revocation hearings for use by the clerk and the judge.
- Assist defendants, the general public, attorneys, law enforcement, jails, correctional facilities, and others with criminal cases.
- Assist the judge in the courtroom as a courtroom clerk, this includes administering oaths to jurors, commonwealth's attorney, court reporter, witnesses, interpreters, and defendants.
- Prepare and transmit documents to DMV relating to suspension of driving privileges.
- Review of court recordings for accuracy in preparing court orders and as directed by the judge.

- Communicate with jails, correctional facilities, and probation regarding requirements from court hearings when necessary.
- Ensure the filing and review of Presentence Investigation Reports from Probation and Parole.
- Accurately update hearings and matters in CCMS and ensure that documents have been made part of the record when necessary.
- Communicate with the Court reporter and ensure the court reporter is present in accordance with the law.
- Prepare restricted driver's licenses for the judge, assist offenders with paperwork, and communicate with DMV and VASAP when necessary.
- Manage and review pending cases and activity within the cases to track discontinuance requirements pursuant to the law.
- Prepare all notices and orders relating to the discontinuance of inactive cases and schedule hearings for such.
- Working knowledge of the Rules of the Supreme Court of Virginia to include standards, content, and requirements for court orders.
- Working knowledge of Titles 16.1, 17.1, 18.2, 19.2, and 46.2, of the Code of Virginia relating to circuit court, including but not limited to juvenile court appeals, courts of record, criminal charges, violations, minimum mandatory sentences, and driver's license suspension.
- Working knowledge of Titles 17.1, 55.1, and 58.1 of the Code of Virginia relating recordation of land records, including but not limited to, taxation, recording standards, indexing, notarial acts, and Uniform Real Property Electronic Recording Act.
- Serve as Records Retention & Destruction Officer. Track electoral records and other records within the office for destruction.
- Schedule and monitor destruction in accordance with requirements of the Archival and Records Management Division of the Library of Virginia.
- File necessary reports with the Library of Virginia.
- Perform end-of-day reconciliation of monies and prepare necessary financial records.
- Handle telephone calls and route or independently assist the public with information and requests.
- Handle walk-in citizens and assist with requests, research, and information.
- Recordation of e-recordings, land records, and plats.
- Issue marriage licenses, process concealed handgun permits, Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and clerk's office policies and procedures.
- Various acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.
- Preparing, presenting, and explaining documents, laws, and procedures.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist the public with reading historic records.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary, local jails, correctional institutions, probation officers, evaluators, local agencies and offices, and community members.
- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to court matters.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Demonstrate leadership within the clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related field or three (3) to five (5) years of experience legal work or related field, that includes professional-level understanding and interpretation of laws.
- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk's office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.
- Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.
- Local travel is required for bank business, meetings, and/or presentations.
- Some travel for training and education.

- Vocal communication is required for expressing or exchanging ideas using the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 10, 2024	April 10, 2024	April 10, 2024	



Fluvanna County, Virginia
Department of Clerk of the Circuit Court
Job Description

CHIEF DEPUTY CLERK I

Job Class #:	1851
Pay Grade:	19
Category:	Full-Time(with benefits)
FLSA Status:	Exempt
Reports To:	Clerk of Court

SUMMARY

Performs complex work serving as the second in command to the Clerk and must fill in for the Clerk in her absence, supervising assigned employees, performing various duties relating to civil cases and records and criminal cases and records, tracking documents and orders submitted to the judge, preparing civil orders, oaths, notices of hearings, and setting up payment plans with defendants, and related work as apparent or assigned. Work is performed under the general direction of the Clerk of Court. Supervision is exercised over all division personnel.

ESSENTIAL FUNCTIONS

- Reviews, processes and indexes all judgment liens and releasing including criminal abstracts; ensure that Virginia law and Rules of Court are complied with and followed for each document.
- Uses Circuit Case Management System (CCMS) for case entry and tracking of civil, juvenile & domestic relations appeals, adoptions, and miscellaneous filings; calculates and uses Financial Accounting System (FAS) to receipt filing fees; prepares necessary documents for processing of cases; prepares civil orders and notices of hearings, when necessary; updates court dates to maintain an accurate court docket; receives and processes orders, filings, and pleadings with use of Circuit Imaging System (CIS); maintain General Index to Miscellaneous proceedings in Civil and Criminal Order Books; tracks documents and orders submitted to judges.
- Tracks, processes, and distributes criminal court orders; tracks orders through the Department of Corrections interface; promptly calculates court costs, fines, and restitution and notify defendants of such; processes payment vouchers and assesses fees to accounts; monitors Electronic Voucher Payment System and certifies vouchers to the Supreme Court for payment; processes sentencing guidelines and submit to the Virginia Criminal Sentencing Commission; prepares installment payment plans for defendants for unpaid costs, fines, and restitution; communicates with Court Debt Collections/Virginia Department of Taxation regarding collection activity relating to criminal accounts; reviews monthly purge reports associated with both criminal and civil cases.
- Uses Land Records Management system to index and export judgment information.
- Electronically transmits Notary Public qualifications to the Secretary of the Commonwealth.
- Transmits electronically or by mail adjudications of incapacitated adults to the Virginia State Board of Elections and Department of Motor Vehicles.
- Notifies Virginia State Police of restoration of firearms rights, and expungements.
- Delivers bank deposits to the bank per office policy to maintain checks and balances and separation of duties of bookkeeper.
- Prepares and administers oaths to election and appointed officials.
- Receives Search Warrants & affidavits and processes in accordance with law.

- Serves as backup bookkeeper.
- Processes oversized plats and track submission to Records Management vendor.
- Monitors Commonwealth of Virginia Electronic Recordation System for confirmation that court orders are merged and uploaded to appropriate order books.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and Clerk's office policies and procedures.
- Various Acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.
- Collect, evaluate, and interpret complex information and data.
- Preparing, presenting, and explaining documents, laws, and procedures.
- Oral and written communications.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
- Establishing and maintaining professional and effective working relationships with the public, public officials and employees, public agencies, and external partners.

Ability to:

- Pay attention to detail and maintain accuracy.
- Thrive in a fast-paced, high-stress environment.
- Read cursive and assist the public with reading historic records.
- Independently carry out assignments, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with the Office of the Executive Secretary and other state agencies, the Commissioner of Accounts and staff, local agencies and offices, and community members.
- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to this position.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.

Demonstrate leadership within the Clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related field or three (3) to five (5) years of experience in legal work or related field, that includes professional-level understanding and interpretation of laws.
- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk's office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS			
<ul style="list-style-type: none">• Must have the ability to occasionally lift, push/pull, and hold/carry 25 pounds.• Must have the ability to frequently stand and sit, and occasionally walk over flat and uneven terrain.• Local travel is required for bank business, meetings, and/or presentations.• Some travel for training and education.• Vocal communication is required for expressing or exchanging ideas using the spoken word.• Hearing is required to perceive information at normal spoken word levels.• Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.			
POST OFFER REQUIREMENTS			
<ul style="list-style-type: none">• Criminal Background Check			
Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:



Fluvanna County, Virginia
Department of Clerk of the Circuit Court
Job Description

CHIEF DEPUTY CLERK II

Job Class #:	1852
Pay Grade:	20
Category:	Full-Time(with benefits)
FLSA Status:	Exempt
Reports To:	Clerk of Court

SUMMARY

Represents Fluvanna County in the day-to-day operations of the Circuit Court Clerk's Office. Provides immediate support to the Clerk of Court and assumes the responsibilities and duties of the Clerk in her absence. Provides instruction and supervision in all divisions of the Clerk's Office. Works under the supervision of the Circuit Court Clerk.

ESSENTIAL FUNCTIONS

- Second-in-command to the Clerk of the Circuit Court and assume the responsibilities and duties of the Clerk in her/his absence.
- Supervise other employees in the office and offer guidance and direction when needed in all areas of the office.
- Act on behalf of the Clerk and represent the Clerk for various committees and meetings both local and state.
- Assist with the evaluation of the work performance of subordinates.
- Supervise and process employee time and leave submission in MUNIS for submission for payroll and maintain all records as required.
- Maintain a managerial working knowledge of all duties and responsibilities of the Clerk's Office and each staff member.
- In concert with the Clerk, review and development of office policies and procedures.
- Assist the Clerk in staff supervision and implementation of policies and procedures.
- Maintain a close working relationship with the Circuit Court Judge and assistant to facilitate a smooth workflow between offices and open lines of communication.
- Receive, receipts, and process new civil filings and costs (civil cases, garnishments, adoptions, juvenile & domestic appeals).
- Enter and update civil cases in the Circuit Case Management System (CCMS).
- Prepare summonses, proofs of service, notice of hearings, subpoenas, name change orders, and other court-related documents.
- Process and file all required monthly reports and filings with the Division of Vital Records relating to adoptions and divorces.
- Process and transmit all guardian/conservator documents and reports with all required outside agencies as required by law (DMV, VSP, Office of Elections, Dept. of Behavioral Health, etc.)
- Process all court orders after entry (civil and criminal) and distribute them as directed by the Court and law.
- Receive and file pleadings and oversee the organization of civil court files.
- Maintain a confidential index for adoptions and juvenile cases.

- Accept and process search warrants and maintain the index. Seal warrants and maintain them as directed by the Court and/or law.
- Research and consider all necessary information for the calculation of costs and fees.
- Calculate all court costs, fines, and restitution in criminal and traffic convictions and notify defendants of such.
- Track Sentencing Guidelines and ensure submission to the Virginia Sentencing Commission.
- Track all vouchers submitted by attorneys, court reporters, evaluators, witnesses, interpreters and substitute judges, guardians *ad litem*, and jurors for submission to the Supreme Court for payment and assessment to accounts.
- Track submissions for extradition and payment to the local treasurer and properly assess to accounts.
- Supervise and process employee time and leave submission in MUNIS for submission for payroll.
- Communicate with Court Debt Collections/Virginia Department of Taxation regarding collection of fines and costs and establishment of payment plans.
- Process petitions for installment payment plans. Prepare plans following processes and procedures set out by the Court and communicate requirements with defendants.
- Oversee training of all new staff and ongoing training for all staff.
- Maintain open communication with the Judicial Assistant on all matters relating to the scheduling of civil cases and updating the judge's calendar.
- Oversee docketing and indexing all judgments, including criminal judgments, releases and discharges.
- In the absence of the finance analyst, prepare & review all financial reports, prepare daily deposits, and electronically and manually submit various reports to local and state agencies.
- In the absence of the Clerk, review all financial reports and daily deposits prepared by the finance analyst for accuracy.
- Prepare and communicate on annual audit regarding fines, costs, fees, restitution, and collections.
- Working knowledge of Titles 17.1, 55.1, and 58.1 of the Code of Virginia relating recordation of land records, including but not limited to, taxation, recording standards, indexing, notarial acts, and Uniform Real Property Electronic Recording Act.
- Perform end-of-day reconciliation of monies and prepare necessary financial records.
- Handle telephone calls and route or independently assist the public with information and requests.
- Handle walk-in citizens and assist with requests, research, and information.
- Recordation of e-recordings, land records, and plats.
- Issue marriage licenses, process concealed handgun permits, accept and process passports and Notary Public oaths, and perform land records research.
- Provide exemplary customer service to all patrons of the office.
- Perform all other related or assigned tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Relevant federal and state laws, county ordinances, and Clerk's office policies and procedures.
- Various Acts set out in the Code of Virginia relating to the position.
- Modern office practices, procedures, and equipment.
- Public communication techniques and strategies.
- Land recordation requirements and laws.

Skills in:

- Supervision and interpersonal relations.
- Problem solving.
- Human relations and communications including the ability to instruct and supervise.
- Prioritizing and planning.

- Collect, evaluate, and interpret complex information and data.
- Preparing, presenting, and explaining documents, laws, and procedures.
- Oral and written communications.
- Oral and written communications.
- Preparing and presenting information and public speaking.
- Operation and use of common office equipment including personal computers and copiers, and job-related software programs.
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- Prepare and present clear and effective documents, correspondence, and other materials.
- Analyze complex issues and develop specific solutions.
- Instruct and supervise other office employees in necessary tasks related to this position.
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.
- Demonstrate leadership within the Clerk's office.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Any combination of education and/or experience equivalent to graduation from an accredited college or university with a degree in paralegal studies, court administration, public relations, or a closely related field or three (3) to five (5) years of experience in legal work or related field, that includes professional-level understanding and interpretation of laws.
- Advanced proficiency in Microsoft Office.
- Willingness to enroll and attend courses relative to the operations of a Circuit Court Clerk's office, obtain certifications necessary to perform job tasks, and participate in continuing legal education.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

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- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

POST OFFER REQUIREMENTS

- Criminal Background Check

Department Head Recommended:	Director of HR Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
April 10, 2024	April 10, 2024	April 10, 2024	

DRAFT



COUNTY OF FLUVANNA

"Responsive & Responsible Government"

BOS2024-06-20 p.129/186

P.O. Box 540
Palmyra, VA 22963
(434) 591-1910
Fax (434) 591-1911
www.fluvannacounty.org

MEMORANDUM

TAB I

Date: June 11, 2024
From: Finance Department
To: Board of Supervisors
Subject: Accounts Payable Report for May 2024

1. Staff recommends that the Board of Supervisors ratify the expenditures in the attached report and summarized below.

CATEGORY	AMOUNT
General	\$680,305.01
Capital Improvements	\$81,916.35
Debt Service	\$1,500.00
Sewer	\$5,310.98
Fork Union Sanitary District	\$16,043.04
Zion Crossroads Water & Sewer	\$7,687.47
TOTAL AP EXPENDITURES	\$792,762.85
Payroll	\$1,339,748.42
TOTAL	\$2,132,511.27

MOTION

I move the Accounts Payable and Payroll be ratified for May 2024 in the amount of \$2,132,511.27.

Encl:
AP Report

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
5	Fund # - 100 GENERAL FUND								
6	GENERAL FUND								
7	ANGELA M. SCOLFORO, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 041224	112079	4/12/2024	5/7/2024	652.82		
8	ANGELA M. SCOLFORO, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 042624	112350	4/26/2024	5/7/2024	652.82		
9	ANGELA M. SCOLFORO, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 051024	112685	5/10/2024	5/28/2024	652.82		
10	ANGELA M. SCOLFORO, TRUSTEE	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 052424	113035	5/24/2024	5/28/2024	652.82		
11	HANOVER COUNTY, VIRGINIA	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 042624	112351	4/26/2024	5/7/2024	1,040.00		
12	MIDLAND CREDIT MANAGEMENT, INC	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 041224	112080	4/12/2024	5/7/2024	203.77		
13	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 041224	112077	4/12/2024	5/7/2024	509.62		
14	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 042624	112348	4/26/2024	5/7/2024	516.18		
15	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 052424	113033	5/24/2024	5/28/2024	560.26		
16	MINNESOTA LIFE INS. CO	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 051024	112683	5/10/2024	5/28/2024	561.20		
17	VIRGINIA LAND SOLUTIONS, LLC	PLANNING ESCROW	ES23-40 CASH BOND REFUND	051024	5/10/2024	5/10/2024	3,450.00		
18	TREASURER OF VIRGINIA	SHERIFF'S FEE PAY TO C/W	APRIL '24 SHERIFF'S FEES	78662	5/1/2024	5/31/2024	955.30		
19	VACORP	CLEARING ACCOUNT-	Payroll Run 2 - Warrant 042624	112392	4/26/2024	5/7/2024	12.75		
20	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 042624	112349	4/26/2024	5/7/2024	1,140.94		
21	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 041224	112078	4/12/2024	5/7/2024	1,154.61		
22	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 052424	113034	5/24/2024	5/28/2024	1,089.37		
23	VACORP	CLEARING ACCOUNT-	Payroll Run 1 - Warrant 051024	112684	5/10/2024	5/28/2024	1,089.44		
24						Total:	\$14,894.72		
25									
26	REAL ESTATE TAXES								
27	ANDERSON, JAMES & GLADYS	R E 2024 - 1ST	RE 2024 53-4-1B	113150	5/29/2024	5/31/2024	24.66		
28	BERNARD, JOSHUA L	R E 2024 - 1ST	RE 2024 18A-3-273	113152	5/29/2024	5/31/2024	893.37		
29	BURGESS, ISABEL E & ANDREW	R E 2024 - 1ST	RE 2024 18-12-18	113153	5/29/2024	5/31/2024	1,983.40		
30	CORELOGIC CENTRALIZED REFUNDS	RE 2023 - 1ST	RE 2023 20-A-43A FOR CHERYL MARTIN	112521	5/1/2024	5/3/2024	1,295.54		
31	CORELOGIC CENTRALIZED REFUNDS	RE 2023 - 1ST	RE 2023 18A-10-74	112523	5/1/2024	5/3/2024	947.81		
32	CORELOGIC CENTRALIZED REFUNDS	RE 2023 - 1ST	RE 2023 36-A-76	112525	5/1/2024	5/3/2024	1,664.79		
33	CRESPIELHO, NATALIA LACERDA	R E 2024 - 1ST	RE 2024 36-A-33	113154	5/29/2024	5/31/2024	587.85		
34	DUNIVAN, THOMAS A	R E 2024 - 1ST	RE 2024 18A-6-22A	113155	5/29/2024	5/31/2024	792.09		
35	GIBSON, STEVEN D & LAURA K	R E 2024 - 1ST	RE 2024 12-A-34	113156	5/29/2024	5/31/2024	1,387.11		
36	GILLIS, ROBERT S & BRESLIN	R E 2024 - 1ST	RE 2024 18-16-21	113157	5/29/2024	5/31/2024	1,700.24		
37	GOYER, TEE	R E 2024 - 1ST	RE 2024 20-20-3	113158	5/29/2024	5/31/2024	537.63		
38	HOANG, THANH VAN ET AL	R E 2024 - 1ST	RE 2024 10-23-29	113159	5/29/2024	5/31/2024	1,252.07		
39	HOFFMAN, STACY FITZGERALD	R E 2024 - 1ST	RE 2024 18-16-9	113160	5/29/2024	5/31/2024	1,630.61		
40	JOHNSON, JAKE & BOYD, KRISTINE	R E 2024 - 1ST	RE 2024 18A-12-62	113161	5/29/2024	5/31/2024	1,340.27		
41	JONES, JOHN CHRISTOPHER	R E 2024 - 1ST	RE 2024 18A-12-335	113162	5/29/2024	5/31/2024	954.99		
42	KIDD, DANIEL W	R E 2024 - 1ST	RE 2024 10-A-3B	113163	5/29/2024	5/31/2024	1,620.06		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
43	LANDRIGAN, ANN MARIE	R E 2024 - 1ST	RE 2024 18A-3-490	113164	5/29/2024	5/31/2024	857.50		
44	LUIS OYOLA	R E 2024 - 1ST	RE 2024 18A-5-222	113151	5/29/2024	5/31/2024	732.17		
45	MCNALLY, JULIE C	R E 2023 - 2ND	EXP#000039	112482	5/1/2024	5/3/2024	1,860.60		
46	MCNALLY, JULIE C	RE 2023 - 1ST	EXP#000039	112482	5/1/2024	5/3/2024	1,550.50		
47	MERCANTINI, PATRICIA A & HUGO JR	RE 2023 - 1ST	RE 2023 18A-12-395	113149	5/29/2024	5/31/2024	1,220.85		
48	MORIARTY, JULIA E.	RE 2023 - 1ST	RE 2023 54-A-9	112522	5/1/2024	5/3/2024	234.64		
49	PHILPOTT, MISTY	R E 2024 - 1ST	RE 2024 18A-5-49	113165	5/29/2024	5/31/2024	1,019.13		
50	PLANT, SAMUEL MARK & KELSEY ANN	R E 2024 - 1ST	RE 2024 18-16-47	113166	5/29/2024	5/31/2024	1,737.80		
51	ROBB, JACOB C	R E 2024 - 1ST	RE 2024 36-3-1	113168	5/29/2024	5/31/2024	828.81		
52	RYALLS, LARRY W	RE 2023 - 1ST	RE 2023 4-A-116	112524	5/1/2024	5/3/2024	799.69		
53	SMITH, MADISON & GALLAGHER,	RE 2023 - 1ST	RE 2023 11-13-4	113148	5/29/2024	5/31/2024	947.81		
54	SMITH, SAMUEL H & KAYTLAN S	R E 2024 - 1ST	RE 2024 18A-5-298	113169	5/29/2024	5/31/2024	1,045.29		
55	SMITH, STEPHANIE M & JENNFIER GAY	R E 2024 - 1ST	RE 2024 18A-5-357	113170	5/29/2024	5/31/2024	1,013.64		
56	STEVENS, RYAN C	R E 2024 - 1ST	RE 2024 18A-2-35	113171	5/29/2024	5/31/2024	909.41		
57	VOINAROVSKA, IRYNA	RE 2023 - 1ST	RE 2023 18A-5-221	112526	5/1/2024	5/3/2024	677.73		
58						Total:	\$34,048.06		
59									
60	REAL & PERSONAL PUBLIC SERV								
61	VIRGINIA ELECTRIC AND POWER	PS CORP 2023 - 1ST	PP 2023 5	113182	5/29/2024	5/31/2024	73.75		
62						Total:	\$73.75		
63									
64	PERSONAL PROPERTY TAXES								
65	CASH, RACHEL LEIGH	P P 2022 - 1ST	PP 2022 27719	113174	5/29/2024	5/31/2024	173.95		
66	DECATUR, RICHARD DALE	PP 2023 - 1ST	PP 2023 13132	113178	5/29/2024	5/31/2024	370.29		
67	MACNICOLL, DONALD C	PP 2023 - 1ST	PP 2023 206673	113179	5/29/2024	5/31/2024	105.26		
68	NILT INC AS TRUSTEE FOR NISSAN	P P 2022 - 1ST	PP 2022 24037	112527	5/1/2024	5/3/2024	277.13		
69	NILT INC AS TRUSTEE FOR NISSAN	PP 2022 - 2ND	PP 2022 24037	112527	5/1/2024	5/3/2024	277.13		
70	PAYNE, STUART ALLEN	P P 2022 - 1ST	PP 2022 14239	113175	5/29/2024	5/31/2024	17.86		
71	STATE FARM MUTUAL AUTO	PP 2023 - 1ST	PP 2023 29582	112529	5/1/2024	5/3/2024	507.38		
72	TAYLOR, KEVIN TIMOTHY	PP 2023 - 1ST	PP 2023 36722	113180	5/29/2024	5/31/2024	26.23		
73						Total:	\$1,755.23		
74									
75	MOBILE HOME TAXES								
76	VINCENT, JOHN GREGORY	MH 2023 - 1ST	PP 2023 212458	113181	5/29/2024	5/31/2024	12.58		
77						Total:	\$12.58		
78									
79	PROPERTY TAX PENALTIES & INT								
80	THOMAS, CIERA NICOLE GAYLE	INTEREST-ALL PROPERTY	PP 2022 29667	113176	5/29/2024	5/31/2024	0.83		

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1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
81	THOMAS, CIERA NICOLE GAYLE	INTEREST-ALL PROPERTY	PP 2022 29667	113176	5/29/2024	5/31/2024	11.07		
82	THOMAS, CIERA NICOLE GAYLE	PENALTIES-ALL PROPERTY	PP 2022 29667	113176	5/29/2024	5/31/2024	13.10		
83						Total:	\$25.00		
84									
85	OTHER LOCAL TAXES								
86	ABDUL AZIZ, RASHEED	ADMIN FEE TRAILER	PP 2022 12570	113173	5/29/2024	5/31/2024	20.97		
87	AWANO, HIROSHI	ADMIN FEE TRAILER	PP 2024 132	113183	5/29/2024	5/31/2024	8.92		
88	BRUNK, GLORIA TRUJILLO	ADMIN FEE VEHICLE	PP 2024 9171	113184	5/29/2024	5/31/2024	33.00		
89	CARNES, RUBYSTINE HARRIS	ADMIN FEE VEHICLE	PP 2019 230074	113172	5/29/2024	5/31/2024	7.14		
90	CASH, RACHEL LEIGH	ADMIN FEE VEHICLE	PP 2022 27719	113174	5/29/2024	5/31/2024	33.00		
91	DECATUR, RICHARD DALE	ADMIN FEE TRAILER	PP 2023 13132	113178	5/29/2024	5/31/2024	18.00		
92	HOUCHENS, CHARLES MELTON	ADMIN FEE VEHICLE	PP 2024 15812	113185	5/29/2024	5/31/2024	8.57		
93	LAGOMARSINO JR, HOWARD G	ADMIN FEE VEHICLE	PP 2024 225853	113186	5/29/2024	5/31/2024	67.21		
94	MACNICOLL, DONALD C	ADMIN FEE VEHICLE	PP 2023 206673	113179	5/29/2024	5/31/2024	33.00		
95	MILLER, JENNIFER DAWN	ADMIN FEE TRAILER	PP 2024 1831	113187	5/29/2024	5/31/2024	40.39		
96	NILT INC AS TRUSTEE FOR NISSAN	ADMIN FEE VEHICLE	PP 2022 24037	112527	5/1/2024	5/3/2024	33.00		
97	NILT INC AS TRUSTEE FOR NISSAN	ADMIN FEE VEHICLE	PP 2023 226113	112528	5/1/2024	5/3/2024	1,420.89		
98	STATE FARM MUTUAL AUTO	ADMIN FEE VEHICLE	PP 2023 29582	112529	5/1/2024	5/3/2024	33.00		
99	TAYLOR, KEVIN TIMOTHY	ADMIN FEE VEHICLE	PP 2023 36722	113180	5/29/2024	5/31/2024	33.00		
100	TOCCI, ANDREW MARC	ADMIN FEE VEHICLE	PP 2024 11285	113188	5/29/2024	5/31/2024	45.00		
101	TOWN OF SCOTTSVILLE	SALES TAX-	SALES TAX	78663	5/16/2024	5/31/2024	189.40		
102	WALL, KATHERINE ROSE	ADMIN FEE VEHICLE	PP 2024 11397	113189	5/29/2024	5/31/2024	104.24		
103	WATSON, TAMARA G	ADMIN FEE VEHICLE	PP 2024 212762	113190	5/29/2024	5/31/2024	45.00		
104	WHEELER, ARTHUR JAMES	ADMIN FEE VEHICLE	PP 2022 226693	113177	5/29/2024	5/31/2024	29.72		
105						Total:	\$2,203.45		
106									
107	PERMITS/FEES/LICENSES								
108	MARY GARDNER	BUILDING PERMITS	BR24-107 PERMIT REFUND	050624	5/6/2024	5/10/2024	50.00		
109						Total:	\$50.00		
110									
111	MISCELLANEOUS								
112	FLUVANNA COUNTY BUILDING	EXPENDITURE REFUNDS	TO REPLACE SCHNABEL CHECK#8068252	50124	5/1/2024	5/3/2024	100.00		
113						Total:	\$100.00		
114									
115	BOARD OF SUPERVISORS								
116	BANK OF AMERICA	CONVENTION AND	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	680.00		
117	BANK OF AMERICA	OTHER OPERATING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	31.50		
118	FLUVANNA REVIEW	ADVERTISING	BOS-FR 1/8-13X WK1 OF 2, AMENDING \$2-	2024F18-17	5/3/2024	5/17/2024	379.60		

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4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
119	FLUVANNA REVIEW	ADVERTISING	BOS-FR 1/8-13X WK 2 OF 2, AMENDING \$2-	2024F19-8	5/9/2024	5/17/2024	379.60		
120	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	202.00		
121	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	202.27		
122						Total:	\$1,874.97		
123									
124	COUNTY ADMINISTRATOR								
125	BANK OF AMERICA	CONVENTION AND	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	400.00		
126	BANK OF AMERICA	DUES OR ASSOCIATION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	12.00		
127	BANK OF AMERICA	DUES OR ASSOCIATION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	45.00		
128	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	38.67		
129	BANK OF AMERICA	OTHER OPERATING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	17.64		
130	BANK OF AMERICA	POSTAL SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	16.87		
131	BANK OF AMERICA	POSTAL SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	56.83		
132	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONT#654577-1: MULTIPLE DEPT ONLY	32033585	2/10/2024	5/24/2024	219.70		
133	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	231.31		
134	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024	1,059.25		
135	KELLY HARRIS	MILEAGE ALLOWANCES	REIMBURSE-VDOT LOCALITY DAY- POV	042924	4/29/2024	5/3/2024	41.54		
136	KELLY HARRIS	MILEAGE ALLOWANCES	REIMBURSE-VLGM SPRING DAO DAY	042924-2	4/29/2024	5/3/2024	155.44		
137	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	7000509730	4/30/2024	5/10/2024	139.69		
138	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STMT FOR	T463793	5/1/2024	5/10/2024	38.27		
139	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	80.80		
140	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	80.80		
141						Total:	\$2,633.81		
142									
143	COUNTY ATTORNEY								
144	BANK OF AMERICA	MILEAGE ALLOWANCES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	6.00		
145	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	(\$52.01)		
146	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865259	1/12/2024	5/24/2024	22.07		
147	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	65.09		
148	DAN WHITTEN	MILEAGE ALLOWANCES	REIMBURSE-LGA SPRING CONF 4/25-	042924	4/29/2024	5/3/2024	109.72		
149	DAN WHITTEN	MILEAGE ALLOWANCES	REIMBURSE-SCC AQUA RATE HEARING	050224	5/2/2024	5/10/2024	32.74		
150	DAN WHITTEN	SUBSISTENCE & LODGING	REIMBURSE-LGA SPRING CONF 4/25-	042924	4/29/2024	5/3/2024	24.00		
151	DELORIA & HOFMANN LLP	COUNTY ATTY LEGAL-	FLUV CO OTHER,MATTER: 19-8552,22-	165321	5/2/2024	5/17/2024	737.45		
152	DELORIA & HOFMANN LLP	COUNTY ATTY LEGAL-	FLUV CO OTHER,MATTER: 19-8552,22-	165321	5/2/2024	5/17/2024	30.00		
153	MATTHEW BENDER & CO INC	BOOKS/PUBLICATIONS	CO & COMM ATTY-LEXIS NEXIS (APRIL	3095065128	4/30/2024	5/10/2024	53.00		
154	TOM DIGGS	MILEAGE ALLOWANCES	REIMBURSE-WITNESS TESTIMONY-	050224	4/30/2024	5/10/2024	92.77		
155	TOM DIGGS	SUBSISTENCE & LODGING	REIMBURSE-WITNESS TESTIMONY-	050224	4/30/2024	5/10/2024	29.20		
156	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	7000509730	4/30/2024	5/10/2024	108.18		

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157	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	40.40		
158	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	40.40		
159									
160						Total:	\$1,339.01		
161	COMMISSIONER OF THE REVENUE								
162	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	54.93		
163	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	COR & FORK UNION COMM CTR LEASE &	32540395	5/12/2024	5/24/2024	200.00		
164	COMMISSIONERS OF THE REVENUE	CONVENTION AND	COR-JUNE 2024 MEETING REGIST.	JUNE2024	5/6/2024	5/10/2024	70.00		
165	COMMISSIONERS OF THE REVENUE	DUES OR ASSOCIATION	COR-COR ASSOC. MEMBERSHIP DUES	050824	5/8/2024	5/10/2024	340.00		
166	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	30.83		
167	MECHUMS RIVER SECURITY	PROFESSIONAL SERVICES	COR-INSTALL OF THE ALARM SYS	46072	4/25/2024	5/3/2024	1,298.00		
168	PALMYRA PRESS, INC.	PRINTING AND BINDING	COR-ACCT#591-1940: #10 WINDOW	3476	5/17/2024	5/24/2024	653.00		
169	PITNEY BOWES GLOBAL FINANCIAL	LEASE/RENT	COR-ACT#0016652684-LEASE CHRG FOR	3319102228	5/11/2024	5/17/2024	452.58		
170	SARAH PULLEN	MILEAGE ALLOWANCES	REIMBURSE- LOCAL TRAVEL MILEAGE 74	05202024	5/20/2024	5/24/2024	49.58		
171	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	7000509730	4/30/2024	5/10/2024	99.65		
172	THE PITNEY BOWES BANK INC	POSTAL SERVICES	COR-POSTAGE FOR FLUVANNA COR	05/09/24	5/9/2024	5/17/2024	2,000.00		
173	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	40.40		
174	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	40.40		
175						Total:	\$5,329.37		
176									
177	REASSESSMENT								
178	PEARSON'S APPRAISAL SERVICE INC	PROFESSIONAL SERVICES	COR-APPR SRVC FOR FLUV CO 2025	INVOICE #8 5/10/24	5/10/2024	5/17/2024	13,253.83		
179						Total:	\$13,253.83		
180									
181	TREASURER								
182	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREAS-24 PK STICKY NOTES 3X3 IN	1RM4-FP49-CG9Y	4/23/2024	5/1/2024	186.02		
183	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREAS-CUSTOM BUSINESS CARDS WITH	13GQ-G9XG-X9DN	4/9/2024	5/10/2024	26.69		
184	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREAS-BANKSUPPLIES HEIGHT	1DDL-YN1T-7CD3	5/13/2024	5/17/2024	30.40		
185	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREAS-2024-2025 CALENDAR-WALL	1NTM-CCRW-	5/12/2024	5/17/2024	93.78		
186	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	TREAS-T&R VIDEO SURVEILLANCE	1RVV-TXN3-K9GV	5/14/2024	5/24/2024	16.99		
187	BANK OF AMERICA	POSTAL SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	8.09		
188	BMS DIRECT	PRINTING AND BINDING	BMS DIRECT- PERSONAL PROP. 1ST	206006	5/22/2024	5/31/2024	4,189.96		
189	BMS DIRECT	PRINTING AND BINDING	TREAS-REAL ESTATE 1ST HALF 2024	206008	5/17/2024	5/24/2024	2,896.91		
190	BUSINESS DATA OF VA, INC.	PROFESSIONAL SERVICES	TREAS-TRAVEL TIME & MILEAGE COST,	01-2698	4/23/2024	5/24/2024	920.00		
191	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	(\$10.75)		
192	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024	531.84		
193	PITNEY BOWES INC	LEASE/RENT	TREAS-ACCT#0010130674-RED INK	1025302738	5/8/2024	5/17/2024	132.79		
194	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	40.40		

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195	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	40.40		
196	VIRGINIA DEPT. OF MOTOR VEHICLES	DMV-ONLINE	TREAS-ACCT #546001282025	050324	5/3/2024	5/10/2024	8,425.00		
197									
198									
199	INFORMATION TECHNOLOGY								
200	AMAZON CAPITAL SERVICES	ADP SUPPLIES	IT-130W USB C TYPE C ADAPTER	1TGP-CTWM-F739	5/25/2024	5/31/2024	105.74		
201	BANK OF AMERICA	ADP SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	8.00		
202	BANK OF AMERICA	ADP SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	29.00		
203	BANK OF AMERICA	ADP SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	46.00		
204	BANK OF AMERICA	ADP SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	59.99		
205	BANK OF AMERICA	ADP SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	205.35		
206	BANK OF AMERICA	ADP SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	680.00		
207	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	(\$52.00)		
208	FIREFLY	TELECOMMUNICATIONS	IT & E911-MONTHLY STATEMENT FOR	11068MAY24	5/1/2024	5/3/2024	1,731.03		
209	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STMT FOR	T463793	5/1/2024	5/10/2024	82.37		
210	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	128.03		
211	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	128.03		
212									
213									
214	FINANCE								
215	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FIN-SUIN HARDCOVER-JOURNAL-	1JH7-T6LH-RMGG	5/1/2024	5/10/2024	5.98		
216	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FIN-AMAZON BASICS MULTIPURPOSE	1Y3Q-FFF7-7WRP	4/30/2024	5/10/2024	179.96		
217	BANK OF AMERICA	DUES OR ASSOCIATION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	35.00		
218	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	115.65		
219	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONT#654577-1: MULTIPLE DEPT ONLY	32033585	2/10/2024	5/24/2024	142.64		
220	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024	602.49		
221	EMS MANAGEMENT & CONSULTANTS,	CONTRACT SERVICES	FIN-MGMT SRVCS FOR 4/1/24-4/30/24	EMS-003839	4/30/2024	5/17/2024	5,103.24		
222	THE PITNEY BOWES BANK INC	POSTAL SERVICES	ACCT: FLUV COUNTY ADMIN: MULT	8000909001515654	5/19/2024	5/24/2024	169.20		
223	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	45.40		
224	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	45.40		
225									
226									
227	REGISTRAR/ELECTORAL BOARD								
228	AUTOMATED OFFICE SYSTEMS	LEASE/RENT	REGISTRAR-CONT ID 5220 BILLING for	110370	4/29/2024	5/3/2024	155.00		
229	B.W. MURRAY & CO., INC.	CONTRACT SERVICES	REGISTRAR-ELECTORAL BOARD	2251	5/7/2024	5/10/2024	1,070.91		
230	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	24.82		
231	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	32.64		
232	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	55.62		

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233	BANK OF AMERICA	POSTAL SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	1.74		
234	BENJ. FRANKLIN PRINTING CO.	OFFICE SUPPLIES	REGISTRAR- 250 ENVELOPE- B, UPS	46150	5/3/2024	5/10/2024	52.50		
235	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	MAY FLUV CO RENT, MAY JEFFERSON	050124	5/1/2024	5/3/2024	150.00		
236	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	APRIL FLUV CO RENT & JEFFERSON CTR	040124-R	4/1/2024	5/14/2024	150.00		
237	JOYCE PACE	MILEAGE ALLOWANCES	REIMBURSE-LOCAL TRAVEL JAN TO	050824	5/8/2024	5/10/2024	515.63		
238	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	45.40		
239	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	45.40		
240						Total:	\$2,299.66		
241									
242	HUMAN RESOURCES								
243	AMAZON CAPITAL SERVICES	EMPLOYEE RECOGNITION	HR-SOUTHERN CHAMPION TRAY 2701	16GN-71LW-7QQP	4/26/2024	5/3/2024	182.75		
244	ANTHEM EAP	OTHER OPERATING	HR-ACCT#2053882172 EAP FEES FOR 5/1-	205387346773	4/25/2024	5/3/2024	25.80		
245	BANK OF AMERICA	EMPLOYEE RECOGNITION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	9.36		
246	BANK OF AMERICA	EMPLOYEE RECOGNITION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	30.27		
247	BANK OF AMERICA	EMPLOYEE RECOGNITION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	74.95		
248	BANK OF AMERICA	EMPLOYEE RECOGNITION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	181.92		
249	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	25.49		
250	BANK OF AMERICA	RECRUITMENT	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	148.72		
251	BANK OF AMERICA	SUBSISTENCE & LODGING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	4.96		
252	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	(\$72.79)		
253	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONT#654577-1: MULTIPLE DEPT ONLY	32033585	2/10/2024	5/24/2024	14.26		
254	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	115.66		
255	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024	209.04		
256	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024	602.48		
257	RODERICK MARTIN	EMPLOYEE RECOGNITION	HR-HOT DOG & BUN,HAMBURGER &	000028	4/28/2024	5/1/2024	2,200.00		
258	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULITPLE DEPTS MONTHLY STATEMENT	7000509730	4/30/2024	5/10/2024	0.79		
259	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	40.40		
260	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	40.40		
261	VIRGINIA DEPARTMENT OF STATE	OTHER OPERATING	HR-ACCT#1514-APRIL 2024 CCRE-SOR	CJIS-43658	5/1/2024	5/3/2024	40.00		
262						Total:	\$3,874.46		
263									
264	GENERAL DISTRICT COURT								
265	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	(\$51.34)		
266	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024	552.76		
267	GEORGE M. HALASZ	OTHER OPERATING	GEN CT-HEARING TRANSCRIPT (JUDGE'S	247727	5/14/2024	5/24/2024	245.00		
268	PITNEY BOWES GLOBAL FINANCIAL	MAINTENANCE CONTRACTS	GEN CT-ACT#0011043397 LEASE CHARGE	3319102098	5/11/2024	5/24/2024	197.01		
269	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULITPLE DEPTS MONTHLY STATEMENT	7000509730	4/30/2024	5/10/2024	104.99		
270						Total:	\$1,048.42		

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1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
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4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
271									
272	CLERK OF THE CIRCUIT COURT								
273	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	CIRCUIT CT-LASKO OSCILLATING ALL	1GLX-LDCC-1VWT	4/29/2024	5/3/2024	118.37		
274	AMAZON CAPITAL SERVICES	FURNITURE & FIXTURES	CIRCUIT CT-LASKO OSCILLATING ALL	1GLX-LDCC-1VWT	4/29/2024	5/3/2024	455.45		
275	AMAZON CAPITAL SERVICES	FURNITURE & FIXTURES	CIR CT-LET ME DESK TOWER FAN WITH	1LRV-DKWJ-DTJJ	5/4/2024	5/24/2024	14.61		
276	AMAZON CAPITAL SERVICES	FURNITURE & FIXTURES	CIR CT-CLOSETMAID CUBEICALS 4 CUBE	1CKF-TMHK-G1K3	5/14/2024	5/24/2024	55.99		
277	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIRCUIT CT-LASKO OSCILLATING ALL	1GLX-LDCC-1VWT	4/29/2024	5/3/2024	23.51		
278	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIR CT-EXTRA LARGE SELF INKING	1MCC-KHPK-3FMQ	5/8/2024	5/24/2024	22.99		
279	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIR CT-CARTRIDGE PROS COMPATIBLE	1H37-LV1Y-KDDK	5/19/2024	5/24/2024	48.00		
280	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIR CT-CLOSETMAID CUBEICALS 4 CUBE	1CKF-TMHK-G1K3	5/14/2024	5/24/2024	71.01		
281	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIR CT-DYMO AUTHENTIC LW CLEAR	19DH-FJC9-W3DL	5/16/2024	5/24/2024	166.62		
282	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIR CT-SILICONE SPONGE DISH BRUSH,	1YG1-MHM9-KDLT	5/23/2024	5/31/2024	53.07		
283	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIR CT-NIUBEE ACRYLIC BROCHURE	1PNG-VH7M-XTTF	5/2/2024	5/31/2024	63.88		
284	BANK OF AMERICA	CONTRACT SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	95.04		
285	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	21.87		
286	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865259	1/12/2024	5/24/2024	29.77		
287	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	146.35		
288	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CIR CT-CONT#654577-3-LEASE CHRG	32540396	5/12/2024	5/24/2024	289.00		
289	CANON SOLUTIONS AMERICA, INC.	OFFICE SUPPLIES	CIR CT-SUPPLIES: 8.5X11 20# 96 BRIGHT	149091225	5/17/2024	5/31/2024	285.00		
290	LOGAN SYSTEMS, INC.	PROFESSIONAL SERVICES	CIR CT-PROF SRVCS PER CONTRACT	58903	5/15/2024	5/24/2024	2,668.75		
291	TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	CIRCUIT CT-APA AUDIT-OF ACCTS &	21448	5/3/2024	5/10/2024	1,607.09		
292	U.S. POSTAL SERVICE	POSTAL SERVICES	CIR CT-METER ACCT#36694560 POSTAGE	052824	5/28/2024	5/31/2024	1,093.00		
293	VERIZON WIRELESS	EDP EQUIPMENT	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	40.01		
294	VERIZON WIRELESS	EDP EQUIPMENT	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	40.01		
295						Total:	\$7,409.39		
296									
297	CIRCUIT COURT JUDGE								
298	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CIR CT-DIXIE ULTRA STRENGTH 6 7/8"	1CM9-JM41-3JGG	5/13/2024	5/31/2024	87.68		
299						Total:	\$87.68		
300									
301	COMMONWEALTH ATTY								
302	AMANDA GALLOWAY	MILEAGE ALLOWANCES	REIMBURSE-ASSET FORFEITURE	050624	5/6/2024	5/10/2024	57.22		
303	AMANDA GALLOWAY	MILEAGE ALLOWANCES	REIMBURSE- CASC SPRING CONF 4/14-	042524	4/25/2024	5/10/2024	209.04		
304	AMANDA GALLOWAY	SUBSISTENCE & LODGING	REIMBURSE-ASSET FORFEITURE	050624	5/6/2024	5/10/2024	41.25		
305	AMANDA GALLOWAY	SUBSISTENCE & LODGING	REIMBURSE- CASC SPRING CONF 4/14-	042524	4/25/2024	5/10/2024	587.90		
306	BANK OF AMERICA	SUBSISTENCE & LODGING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	39.00		
307	BANK OF AMERICA	SUBSISTENCE & LODGING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	378.15		
308	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONT#654577-1: MULTIPLE DEPT ONLY	32033585	2/10/2024	5/24/2024	52.84		

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1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
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309	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRGE & CREDITS	31865258A	1/12/2024	5/24/2024	95.56		
310	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRGE & USAGE-	32604312	5/15/2024	5/24/2024	898.68		
311	JEFF HAISLIP	MILEAGE ALLOWANCES	REIMBURSE-CASC SPRING INST. CONF.	042524	4/25/2024	5/3/2024	209.04		
312	JEFF HAISLIP	MILEAGE ALLOWANCES	REIMBURSE- LOCAL TRAVEL MILEAGE	051324	5/13/2024	5/17/2024	85.76		
313	JEFF HAISLIP	MILEAGE ALLOWANCES	REIMBURSE-VA LEG COMMITTEE/VACA	052824	5/28/2024	5/31/2024	238.65		
314	JEFF HAISLIP	SUBSISTENCE & LODGING	REIMBURSE-CASC SPRING INST. CONF.	042524	4/25/2024	5/3/2024	170.75		
315	JULIE DANE	SUBSISTENCE & LODGING	REIMBURSE-ASSET FORFEITURE	050624	5/6/2024	5/10/2024	41.25		
316	MATTHEW BENDER & CO INC	MAINTENANCE CONTRACTS	CO & COMM ATTY-LEXIS NEXIS (APRIL	3095065128	4/30/2024	5/10/2024	106.00		
317	MELINDA BRAID	MILEAGE ALLOWANCES	REIMBURSE-ASSET FORFEITURE	050624	5/6/2024	5/10/2024	144.72		
318	MELINDA BRAID	SUBSISTENCE & LODGING	REIMBURSE-ASSET FORFEITURE	050624	5/6/2024	5/10/2024	41.25		
319	PITNEY BOWES GLOBAL FINANCIAL	LEASE/RENT	COMM ATTY-ACT#0018185811-LEASE	3319071270	4/29/2024	5/17/2024	77.37		
320	SHERRI STADER CAREW	MILEAGE ALLOWANCES	REIMBURSE-PROTECTIVE ORDER CONF.	052424	5/24/2024	5/31/2024	88.44		
321	SHERRI STADER CAREW	SUBSISTENCE & LODGING	REIMBURSE-PROTECTIVE ORDER CONF.	052424	5/24/2024	5/31/2024	207.62		
322	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	7000509730	4/30/2024	5/10/2024	396.61		
323	VACA	CONVENTION AND	COMM ATTY- VACA ANNUAL CONF:	163731 & 163553	5/28/2024	5/31/2024	900.00		
324	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	40.40		
325	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	40.40		
326						Total:	\$5,147.90		
327									
328	SHERIFF								
329	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	FCSSO-OIL FILTER LD 1 EA C 1 EA	7306400588318	1/5/2024	5/10/2024	20.70		
330	ADVANCE AUTO PARTS	VEHICLE/POWER EQUIP	FCSSO-DIEHARD PLATINUM AGM, CORE	7306400988439	1/9/2024	5/10/2024	168.83		
331	AMAZON CAPITAL SERVICES	OTHER OPERATING	FCSSO-1000 TACTICAL RAFFLE TICKETS,	1FXV-KMGT-799V	5/24/2024	5/31/2024	50.46		
332	AMAZON CAPITAL SERVICES	UNIFORM/WEARING	FCSSO-ARIAT MENS SIERRA BOOT BLACK	1XQX-QHWH-	5/2/2024	5/10/2024	432.33		
333	AT&T MOBILITY	TELECOMMUNICATIONS	FCSSO-MONTHLY LONG DISTANCE	7305055828001MA	5/6/2024	5/24/2024	59.67		
334	BANK OF AMERICA	FOOD SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	101.44		
335	BANK OF AMERICA	FOOD SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	134.65		
336	BANK OF AMERICA	INVESTIGATIVE SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	75.00		
337	BANK OF AMERICA	INVESTIGATIVE SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	106.99		
338	BANK OF AMERICA	POLICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	53.70		
339	BANK OF AMERICA	SUBSISTENCE & LODGING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	160.00		
340	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCSSO- 4 MT & BAL, 4 DISPOSAL	FCSSO122	4/30/2024	5/10/2024	120.00		
341	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCSSO- 4 MT/BAL AND 4 DISPOSAL	FCSSO123	5/2/2024	5/10/2024	140.00		
342	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCSSO-(4) 18" MT & BAL, (4) DISPOSAL	FCSSD124	5/14/2024	5/24/2024	120.00		
343	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRGE & CREDITS	31865258A	1/12/2024	5/24/2024	76.22		
344	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRGE & USAGE-	32604312	5/15/2024	5/24/2024	305.66		
345	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MULT DEPTS LEASE CHRGE & CREDITS	31865259	1/12/2024	5/24/2024	67.25		
346	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MULT DEPTS LEASE CHRGE & CREDITS	31865259	1/12/2024	5/24/2024	67.26		

	A	B	C	D	F	G	H	I	J
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347	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MULT DEPTS LEASE CHRГ & CREDITS	31865259	1/12/2024	5/24/2024	78.05		
348	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	78.05		
349	CANON FINANCIAL SERVICES, INC.	MAINTENANCE CONTRACTS	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	134.61		
350	CLEAR COMMUNICATIONS AND	VEHICLE/POWER EQUIP	FCSO-ACCT#C0091-PGB84314 FORD	128553	5/23/2024	5/31/2024	679.40		
351	COLIN GATES	SUBSISTENCE & LODGING	REIMBURSE-POLICE ACADEMY 4/21-	042724	4/27/2024	5/3/2024	265.50		
352	COLIN GATES	SUBSISTENCE & LODGING	REIMBURSE-POLICE ACADEMY 4/29-	050324	5/3/2024	5/10/2024	206.50		
353	COLIN GATES	SUBSISTENCE & LODGING	REIMBURSE-POLICE ACADEMY 5/6/24-	051024	5/10/2024	5/24/2024	206.50		
354	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FCSO-MONTHLY STATEMENT FOR 5/7-	309903768MAY24	5/7/2024	5/24/2024	168.78		
355	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FCSO-MONTHLY STMT FOR 5/16/24-	309797542MAY24	5/16/2024	5/31/2024	184.21		
356	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FCSO-MONTHLY STMT FOR 5/16/24-	310191749MAY24	5/16/2024	5/31/2024	1,049.14		
357	EAST COAST EMERGENCY VEHICLES	VEHICLES REP & MAINT	FCSO-VIN*9419-LABOR-FOUND THT CTRL	37886	4/30/2024	5/3/2024	75.00		
358	ERIC HESS	SUBSISTENCE & LODGING	REIMBURSE-VA SHERIFF'S INST. SPRING	043024	4/30/2024	5/31/2024	566.36		
359	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	FCSO-KEYCRAFTER #24 BRASS	100711 /ACCT 218	4/30/2024	5/3/2024	10.00		
360	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	FCSO-SINGLE CUT KEY	100745 / ACCT218	5/2/2024	5/3/2024	15.00		
361	FLUVANNA ACE HARDWARE	OFFICE SUPPLIES	FCSO-KEYCRAFTER #95 BRASS	100706 /ACCT 218	4/30/2024	5/3/2024	22.90		
362	FLUVANNA ACE HARDWARE	POLICE SUPPLIES	FCSO-DUR BATT LTHM 2032 2PK,	INV:101005 ACCT	5/24/2024	5/31/2024	48.97		
363	FLUVANNA ACE HARDWARE	VEHICLE/POWER EQUIP	FCSO-HOZE NOZZL HIFLW 7PAT	100721/ ACCT 218	5/1/2024	5/3/2024	25.19		
364	FLUVANNA REVIEW	ADVERTISING	FCSO-FR CI-ABANDONED PROPERTY	2024F17-10	4/25/2024	5/3/2024	20.00		
365	FORK UNION ANIMAL CLINIC	PROFESSIONAL SERVICES	FCSO- EXAMINATION/CONSULTATION,	249077	5/2/2024	5/24/2024	148.50		
366	GALLS, LLC.	UNIFORM/WEARING	FCSO-ACCT#5416594-MENS SENTRY	027684295	4/17/2024	5/24/2024	60.99		
367	GALLS, LLC.	UNIFORM/WEARING	FCSO-ACCT#5416594-LEONE SOFTSHELL	027699424	4/18/2024	5/24/2024	133.71		
368	GALLS, LLC.	UNIFORM/WEARING	FCSO-ACT#5416594- 5.11 STRYKE PANT	027886590	5/8/2024	5/31/2024	170.00		
369	GALLS, LLC.	UNIFORM/WEARING	FCSO-ACT#5416594-STRYKE TDU PANT	027902419	5/10/2024	5/31/2024	242.38		
370	GALLS, LLC.	UNIFORM/WEARING	FCSO-MENS LS 75/25 POLY WOOL ZIP	027574296	4/5/2024	5/3/2024	146.48		
371	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	9,317.82		
372	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#40-OIL CHANGE, TIRE ROT.,	RO#11093	5/1/2024	5/3/2024	113.11		
373	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#46-ST INSPEC,OIL	RO#10898	4/26/2024	5/3/2024	143.67		
374	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#41-OIL CHANGE,TIRE ROT,21	RO#11116	5/1/2024	5/10/2024	45.00		
375	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-245-482L:OIL CHANGE, TIRE ROT,	RO#11183	5/6/2024	5/10/2024	45.00		
376	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#17-ST INSPEC,OIL	RO#11130	5/2/2024	5/10/2024	70.00		
377	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#23-OIL CHANGE, TIRE ROT,	RO#11144	5/3/2024	5/10/2024	223.06		
378	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#6- CABIN FILTER, RE-SEAL	RO#11094	5/2/2024	5/10/2024	284.55		
379	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#23-STATE INSPECTION	RO#11303	5/13/2024	5/24/2024	20.00		
380	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#19-OIL CHANGE, TIRE ROT,	RO#10893	4/19/2024	5/24/2024	45.00		
381	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#30-OIL CHANGE, TIRE ROT,	RO#11355	5/15/2024	5/24/2024	63.29		
382	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#48-ST INSPEC, OIL CHANGE,	RO#11275	5/10/2024	5/24/2024	113.72		
383	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#8- OIL CHANGE,TIRE ROT, 21	RO#11498	5/22/2024	5/31/2024	45.00		
384	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#32- OIL CHANGE, TIRE ROT,	RO#11570	5/28/2024	5/31/2024	45.00		

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1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
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385	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCSO-UNIT#23-OIL CHANGE,TIRE ROT, 21	RO#11528	5/23/2024	5/31/2024	113.11		
386	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	FCSO- FUEL USAGE COST FOR 4/16-	SQLCD-953486	5/2/2024	5/10/2024	173.37		
387	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	BLDG INSP,PW, FCSO FUEL USAGE FOR	SQLCD-959114	5/20/2024	5/24/2024	259.33		
388	MOTOROLA SOLUTIONS, INC.	INVESTIGATIVE SERVICES	FCSO-REPAIR LABOR- 1HR, SRVC OR:	8330272251	3/8/2024	5/31/2024	2,000.00		
389	O'REILLY AUTOMOTIVE STORES, INC.	VEHICLE/POWER EQUIP	FCSO-30 GLA WIPE, GL-WIPER FLD, FIRE	6421-176004	5/3/2024	5/10/2024	25.77		
390	O'REILLY AUTOMOTIVE STORES, INC.	VEHICLE/POWER EQUIP	FCSO-WIPER BLADE 22OE, WIPER	6421-174697	4/22/2024	5/24/2024	54.92		
391	RICHARD MORRISON	SUBSISTENCE & LODGING	PRE AUTH-ADVANCE: DARE TRAINING	5/28/24	5/28/2024	5/31/2024	265.50		
392	RICHARD MORRISON	SUBSISTENCE & LODGING	PRE-AUTH-ADVANCE: DARE TRAINING	5/28/24-2	5/28/2024	5/31/2024	265.50		
393	STAPLES CONTRACT & COMMERCIAL,	OFFICE SUPPLIES	MULTIPLE DEPTS MONTHLY STATEMENT	7000509730	4/30/2024	5/10/2024	298.93		
394	TREASURER OF VIRGINIA	PROFESSIONAL SERVICES	FCSO-REPORTS OF INVESTIGATION FOR	041524	4/15/2024	5/3/2024	20.00		
395	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STMT FOR	T463793	5/1/2024	5/10/2024	206.11		
396	VERIZON WIRELESS	TELECOMMUNICATIONS	E911 & FCSO-ACT#921953702-00001:MO.	9963653944	5/8/2024	5/24/2024	1,951.12		
397						Total:	\$23,204.26		
398									
399	E911								
400	AMAZON CAPITAL SERVICES	EDP EQUIPMENT	E911-CABLE MATTERS 2-PACK 32.4 GBPS	13HN-GX6N-1DXT	5/12/2024	5/24/2024	153.69		
401	AT&T CORP	TELECOMMUNICATIONS	E911-NG911 ESINET 3/16-4/15/24	9848819805	4/16/2024	5/3/2024	5,562.49		
402	AT&T CORP	TELECOMMUNICATIONS	E911-NG911 ESINET CHRG - 4/16-5/15/24	2544100908	5/16/2024	5/31/2024	5,562.49		
403	AT&T MOBILITY	TELECOMMUNICATIONS	E911-MONTHLY STATEMENT FOR	287284406274X042	4/18/2024	5/3/2024	2.19		
404	BANK OF AMERICA	IT SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	139.80		
405	BANK OF AMERICA	IT SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	397.95		
406	BANK OF AMERICA	IT SERVICES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	1,085.80		
407	BANK OF AMERICA	MAINTENANCE CONTRACTS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	15.00		
408	BANK OF AMERICA	MAINTENANCE CONTRACTS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	17.93		
409	BANK OF AMERICA	MAINTENANCE CONTRACTS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	29.75		
410	BANK OF AMERICA	MAINTENANCE CONTRACTS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	102.00		
411	BANK OF AMERICA	MAINTENANCE CONTRACTS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	475.00		
412	BANK OF AMERICA	TELECOMMUNICATIONS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	72.99		
413	BANK OF AMERICA	TELECOMMUNICATIONS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	93.74		
414	BANK OF AMERICA	UNIFORM/WEARING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	402.54		
415	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	76.22		
416	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024	305.66		
417	CLEAR COMMUNICATIONS AND	PROFESSIONAL SERVICES	E911-ACCT#C0091-PART SALE FOR A	128461	4/30/2024	5/3/2024	963.45		
418	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	E911-MONTHLY STMT FOR 4/19-5/18/24	310214091APR24	4/19/2024	5/3/2024	144.21		
419	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	E911-MONTHLY STATEMENT FOR 5/10-	310042302MAY24	5/10/2024	5/24/2024	553.00		
420	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	E911-MONTHLY STMT FOR 5/19/24-6/18/24	310214091MAY24	5/19/2024	5/31/2024	288.42		
421	FIREFLY	TELECOMMUNICATIONS	IT & E911-MONTHLY STATEMENT FOR	11068MAY24	5/1/2024	5/3/2024	550.00		
422	GEO-COMM, INC.	MAINTENANCE CONTRACTS	Software and installation	INV091944	5/7/2024	5/10/2024	10,414.95		

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423	MEDICAL PRIORITY CONSULTANTS,	CONVENTION AND	E911- AG#24905-COURSE TRAINING &	SIN370390	4/22/2024	5/3/2024	687.00		
424	NWG SOLUTIONS, LLC.	IT SERVICES	E911-BLOCK TIME-ONE TIME: ON-SITE	67303	5/15/2024	5/24/2024	2,800.00		
425	NWG SOLUTIONS, LLC.	IT SERVICES	E911-MANAGED SRVCS: MANAGED	67166	4/30/2024	5/3/2024	1,443.00		
426	NWG SOLUTIONS, LLC.	IT SERVICES	E911-BLOCK TIME-ONE TIME: ON SITE	66978	4/25/2024	5/3/2024	2,800.00		
427	NWG SOLUTIONS, LLC.	MAINTENANCE CONTRACTS	E911-MANAGED SRVCS: MANAGED	67166	4/30/2024	5/3/2024	1,320.00		
428	OLD BLUE RIDGE TURNPIKE	E911 NEW ROAD SIGNS	E911-COST OF 911 PLATES, INSTALL,	1016	4/30/2024	5/3/2024	4,287.00		
429	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STMT FOR	T463793	5/1/2024	5/10/2024	206.11		
430	VERIZON WIRELESS	PROFESSIONAL SERVICES	E911 & FCSO-ACT#921953702-00001:MO.	9963653944	5/8/2024	5/24/2024	240.68		
431	VERIZON WIRELESS	TELECOMMUNICATIONS	E911 & FCSO-ACT#921953702-00001:MO.	9963653944	5/8/2024	5/24/2024	295.05		
432						Total:	\$41,488.11		
433									
434	FIRE AND RESCUE SQUAD								
435	ANDREW P. GREY	CONVENTION AND	EMG-PPE LECTURE,PPE SKILLS,ROPES	042924	4/29/2024	5/3/2024	1,700.00		
436	ANDREW PULLEN	CONVENTION AND	EMG-FF1 CLASS 4/6/24	053024	4/6/2024	5/31/2024	200.00		
437	BRYAN REA	CONVENTION AND	EMG-PPE,ROPES & KNOTS,R&K	042924	4/29/2024	5/3/2024	1,600.00		
438	DANA CAMPBELL	CONVENTION AND	EMG-ROPES & KNOTS,FORCIBLE	042924	4/29/2024	5/3/2024	1,375.00		
439	ERIC GRAZIANO	CONVENTION AND	EMG-INTRO TO FIRE SVC,PPE	042924-R	4/29/2024	5/10/2024	2,000.00		
440	HOWARD G. LAGOMARSINO, JR	CONVENTION AND	EMG-FIRE EXTINGUISHERS,OVERHAUL	042924	4/29/2024	5/3/2024	600.00		
441	JASON D'ANTUONO	CONVENTION AND	EMG-ROPES &	042924	4/29/2024	5/3/2024	1,025.00		
442	JEFF POTTER	CONVENTION AND	EMG-TACTICAL VENT.,HOSE STREAMS	042924	4/29/2024	5/3/2024	400.00		
443	JORDAN THACKER	CONVENTION AND	EMG-FIRE EXTINGUISHERS,ROPE &	042924-R	4/29/2024	5/10/2024	2,275.00		
444	LAKE MONTICELLO FIRE & RESCUE	FIRE & RESCUE CAPITAL	LM FIRE & RESCUE EXPANSION	LMEXP-24	5/21/2024	5/24/2024	65,000.00		
445	MICHAEL REEDAL	CONVENTION AND	EMG-INTRO TO FIRE SRVC,PPE	042924	4/29/2024	5/3/2024	900.00		
446	NELSON CAMPBELL	CONVENTION AND	EMG-PPE LECT. FF I CLASS,PPE	042924	4/29/2024	5/3/2024	1,250.00		
447	RICHIE CONSTANTINO	CONVENTION AND	EMG-ROPES & KNOTS LECTURE,GRD	042924	4/29/2024	5/3/2024	900.00		
448	STEPHEN J. ELLIOT	CONVENTION AND	EMG-FF SAFETY,FIRE EXTINGUISHERS	042924	4/29/2024	5/3/2024	775.00		
449	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	2,240.56		
450	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	2,240.56		
451						Total:	\$84,481.12		
452									
453	EMERGENCY SERVICES								
454	AMAZON CAPITAL SERVICES	FURNITURE & FIXTURES	EMS-YARNSCAPE VINTAGE 8'X10'	1GJW-K4KY-GT6X	4/12/2024	5/1/2024	503.63		
455	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	EMS-BRAWNY TEAR-A-SQUARE PAPER	1DR7-Y4G9-1TK7	4/18/2024	5/1/2024	251.02		
456	AMAZON CAPITAL SERVICES	VEHICLES REP & MAINT	EMS-BLUE DEF DEF002-4PK DIESEL	133T-YHMM-4JJG	3/18/2024	5/10/2024	202.17		
457	BANK OF AMERICA	CONVENTION AND	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	200.00		
458	BANK OF AMERICA	EDP EQUIPMENT	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	208.90		
459	BANK OF AMERICA	EDP EQUIPMENT	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	1,519.70		
460	BANK OF AMERICA	VEHICLES REP & MAINT	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	13.50		

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461	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRGE & CREDITS	31865259	1/12/2024	5/24/2024	22.06		
462	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRGE & CREDITS	31865259	1/12/2024	5/24/2024	58.83		
463	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	65.08		
464	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	66.98		
465	CLEAR COMMUNICATIONS AND	EDP EQUIPMENT	EMS-INV 128182-RADIO INSTALLS- ALS1	4/3/24	1/30/2024	5/24/2024	997.16		
466	DILLARD ALARM COMPANY	TELECOMMUNICATIONS	EMS-CUST ID 544-0055-ALARM.COM	77370	5/1/2024	5/1/2024	64.00		
467	FIREFLY	TELECOMMUNICATIONS	EMS-MONTHLY STMT FOR INTERNET	26834MAY24	5/1/2024	5/17/2024	71.99		
468	HOWARD UNIFORM COMPANY	UNIFORM/WEARING	EMS-WMS STRYKE EMS PANTS 2-20	284271	4/8/2024	5/3/2024	325.00		
469	HOWARD UNIFORM COMPANY	UNIFORM/WEARING	EMS-TACLITE EMS PANTS, TACLITE EMS	281498-03	4/5/2024	5/3/2024	1,054.50		
470	HOWARD UNIFORM COMPANY	UNIFORM/WEARING	EMS-5.11 S/S PROFESSIONAL POLO, HU	281498-04	4/26/2024	5/17/2024	111.00		
471	HOWARD UNIFORM COMPANY	UNIFORM/WEARING	EMS-VALIANT DUTY JACKET, JOB SHIRT	277265-04	4/26/2024	5/17/2024	123.00		
472	HOWARD UNIFORM COMPANY	UNIFORM/WEARING	EMS-WOMEN'S COMPANY LS SHIRT,	272493-06	4/26/2024	5/17/2024	208.50		
473	HOWARD UNIFORM COMPANY	UNIFORM/WEARING	EMS-TACLITE EMS PANTS, STRYKE PDU	284179	4/26/2024	5/17/2024	445.12		
474	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	2,818.55		
475	LAAKE ENTERPRISES, INC.	VEHICLES REP & MAINT	EMS-INSTALL CUSTOMER SUPPLIED	205933	4/2/2024	5/3/2024	1,102.50		
476	LINDE GAS & EQUIPMENT INC.	OXYGEN PURCHASE &	EMS-CUST ID 68562364-OXYGEN USP D,	42133608	4/3/2024	5/1/2024	394.47		
477	LINDE GAS & EQUIPMENT INC.	OXYGEN PURCHASE &	EMS-CUST ID 68562364-MED HIGH	41835417	3/22/2024	5/1/2024	565.20		
478	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	EMS-VA EV4837-DIESEL ENG OIL	44842	4/23/2024	5/1/2024	410.21		
479	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	EMS- VA EV4839-SYN ENG OIL & OIL	45043	5/9/2024	5/17/2024	89.68		
480	MAC'S SERVICE CENTER	VEHICLES REP & MAINT	EMS-VA EV3185-SYN ENG OIL & OIL	45052	5/9/2024	5/17/2024	96.06		
481	PENNCARE, INC	EMS MEDICAL & LAB	EMS-SYRINGE,PREFILLED SALINE,10ML	M110193	4/24/2024	5/1/2024	309.06		
482	PENNCARE, INC	EMS MEDICAL & LAB	EMS-DISPOSABLE BLADE, STRYKER	M108062	3/21/2024	5/1/2024	775.05		
483	PENNCARE, INC	EMS MEDICAL & LAB	EMS-LARYNGOSCOPE HANDLE,	M110787.01	5/7/2024	5/17/2024	97.75		
484	PENNCARE, INC	EMS MEDICAL & LAB	EMS-DRUG LOCK, PULL-TIGHT, GREEN,	M111466	5/14/2024	5/17/2024	174.72		
485	STATION AUTOMATION, INC	PHARMACY SUPPLIES	EMS-SUPPLIES MODULE-ANNUAL	6232	5/10/2024	5/17/2024	4,245.00		
486	TELEFLEX LIFE SCIENCES LIMITED	EMS MEDICAL & LAB	EMS-EZ-IO POWER DRIVER, BRAND:	9508272706	4/4/2024	5/3/2024	1,495.00		
487	TELEFLEX LIFE SCIENCES LIMITED	EMS MEDICAL & LAB	EMS-EZ-IO 45MM NEEDLE (BX OF 5), EZ-	9508272708	4/4/2024	5/3/2024	3,499.75		
488	TKK ELECTRONICS, LLC	EDP EQUIPMENT	EMS-CRADLEPOINT IEEE 802.11AX 2 SIM	141677	4/19/2024	5/3/2024	9,746.20		
489	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	280.46		
490	VERIZON WIRELESS	TELECOMMUNICATIONS	EMS-ACT#442318197-00002 MONTHLY	9962725887	4/27/2024	5/17/2024	28.23		
491	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	280.46		
492						Total:	\$32,920.49		
493									
494	CORRECTION AND DETENTION								
495	COUNTY OF ALBEMARLE, VIRGINIA	CONFINEMENT - BRJDC	FCSO-JUV DET CTR BILLING FY24	FY2024-00000561	5/15/2024	5/31/2024	22,647.92		
496						Total:	\$22,647.92		
497									
498	BUILDING INSPECTIONS								

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499	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BLDG INSP-KTRIO LAMINATING SHEETS,	147G-YGJF-H4XV	5/23/2024	5/24/2024	48.38		
500	BANK OF AMERICA	SURCHARGE	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	794.27		
501	INTERNATIONAL CODE COUNCIL, INC	BOOKS/PUBLICATIONS	BLD INSP-'17 COMMENTARY A117.1	1001873488	4/23/2024	5/10/2024	81.75		
502	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	205.59		
503	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	BLDG INSP,PW, FCSO FUEL USAGE FOR	SQLCD-959114	5/20/2024	5/24/2024	59.32		
504	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	174.13		
505	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	201.24		
506						Total:	\$1,564.68		
507									
508	EMERGENCY MANAGEMENT								
509	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865259	1/12/2024	5/24/2024	22.07		
510	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONT#654577-1: MULTIPLE DEPT ONLY	32033585	2/10/2024	5/24/2024	28.34		
511	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	65.09		
512	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	135.25		
513	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	45.40		
514	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	45.40		
515						Total:	\$341.55		
516									
517	LITTER								
518	EMANUEL TIRE MANAGEMENT	PROFESSIONAL SERVICES	LITTER -I-PASS-PER-TRLR-CLEAN-48	ETAP_M1452-1	4/25/2024	5/17/2024	2,500.00		
519	EMANUEL TIRE OF VIGINIA, INC	PROFESSIONAL SERVICES	FCPR-V-FUEL SURCHARGE 4/19/24	ETAP_WP1419	4/22/2024	5/10/2024	37.20		
520						Total:	\$2,537.20		
521									
522	FACILITIES								
523	ALBEMARLE LOCK & SAFE, INC.	CONTRACT SERVICES	FCPW-FCPR REKEYED BACK SIDE DOOR	INV#115318	4/16/2024	5/3/2024	296.50		
524	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-ELEGRP 0651515LY L15515 L22515	1RN3-7XL9-CP34	4/23/2024	5/3/2024	25.88		
525	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-2 GENUINE PUROAIR 400	1R3R-NTYL-TYHH	4/25/2024	5/3/2024	588.00		
526	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-LEGRAND WIREMOLD BW32	1RY3-6TPL-M6G9	5/1/2024	5/10/2024	15.28		
527	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-5 MICRON 4.5" X 10" WHOLE	19MH-F7GD-FMX7	5/14/2024	5/17/2024	(\$4.50)		
528	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-5 MICRON 4.5" X 10" WHOLE	19MH-F7GD-FMX7	5/14/2024	5/17/2024	100.95		
529	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-KABA SIMPLEX LP1000 SERIES	1DDL-YN1T-QP31	5/15/2024	5/24/2024	579.15		
530	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-U BRANDS LIQUID GLASS BOARD	19FD-4HYK-6PH3	5/24/2024	5/31/2024	11.17		
531	AMAZON CAPITAL SERVICES	BLDGS EQUIP REP & MAINT	FCPW-SUMBIN COMMERCIAL MORTISE	1HD1-X3JT-3T6C	5/24/2024	5/31/2024	40.00		
532	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW-AODK 66" L SHAPED COMPUTER	1XLX-17C7-JXTR	4/21/2024	5/3/2024	21.94		
533	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW-D-LINE HALF ROUND CORD HIDER,	1GMG-6N39-M1YQ	5/1/2024	5/10/2024	33.83		
534	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW-SM-130DB DIGITAL DECIBEL	1MFY-Q474-NCKC	5/1/2024	5/10/2024	146.08		
535	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW-D-LINE CORD HIDER WALL	1YMM-QTGF-9XHR	5/8/2024	5/17/2024	39.57		
536	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW-MAXXIMA 36IN. HARDWIRED LED	1FKN-PR9K-ML19	5/20/2024	5/24/2024	154.98		

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537	AMAZON CAPITAL SERVICES	GENERAL MATERIALS AND	FCPW-SIMPLEX-LL1021S26D KABA L1000	1NXQ-KXQL-4HQT	5/7/2024	5/31/2024	59.02		
538	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	FCPW-AODK 66" L SHAPED COMPUTER	1XLX-17C7-JXTR	4/21/2024	5/3/2024	9.15		
539	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	FCPW-PROTEAM PROFORCE 1500XP	17KK-VTQK-7FVJ	4/30/2024	5/10/2024	502.08		
540	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	FCPW- MR. PEN-CORK BULLETIN BOARD,	17PL-GXGR-444F	5/8/2024	5/24/2024	12.97		
541	AMAZON CAPITAL SERVICES	JANITORIAL SUPPLIES	FCPW-RUBBERMAID COMMERCIAL	13ML-XHQF-63MN	5/24/2024	5/31/2024	84.97		
542	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-PILOT,G2 PREMIUM GELL ROLLER	1CP6-JCW4-N6PH	5/1/2024	5/10/2024	27.40		
543	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-5 MICRON 4.5" X 10" WHOLE	19MH-F7GD-FMX7	5/14/2024	5/17/2024	18.62		
544	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-EASLY 36"X46" CHAIR MAT FOR	1KFJ-4KXV-9MDH	5/3/2024	5/17/2024	59.00		
545	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-JY QAQA KITCHEN ISLAND ON	1VVR-FLG1-9KQG	5/13/2024	5/17/2024	185.00		
546	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-BIG AND TALL OFFICE CHAIR	1PQY-Y4TQ-C9MN	5/9/2024	5/17/2024	189.99		
547	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW- MR. PEN-CORK BULLETIN BOARD,	17PL-GXGR-444F	5/8/2024	5/24/2024	57.96		
548	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-BEIYOULE 2 PAIRS OFFICE CHAIR	1VQW-NW4D-73KT	5/17/2024	5/24/2024	91.47		
549	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-WALGLASS COMBINATION	1CVP-99JM-1D6Q	5/21/2024	5/24/2024	112.01		
550	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-U BRANDS LIQUID GLASS BOARD	19FD-4HYK-6PH3	5/24/2024	5/31/2024	107.54		
551	AMAZON CAPITAL SERVICES	VEHICLE/POWER EQUIP	FCPW-SUMBIN COMMERCIAL MORTISE	1HD1-X3JT-3T6C	5/24/2024	5/31/2024	698.98		
552	AMAZON CAPITAL SERVICES	VEHICLES REP & MAINT	FCPW-LEGRAND WIREMOLD BW32	1RY3-6TPL-M6G9	5/1/2024	5/10/2024	17.58		
553	AMAZON CAPITAL SERVICES	VEHICLES REP & MAINT	FCPW-TYT ADJUSTABLE TRAILER HITCH	1YG7-16Y6-FYHJ	5/19/2024	5/24/2024	51.98		
554	BANK OF AMERICA	AGRICULTURAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	228.00		
555	BANK OF AMERICA	AGRICULTURAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	266.00		
556	BANK OF AMERICA	AGRICULTURAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	380.00		
557	BANK OF AMERICA	AGRICULTURAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	836.00		
558	BANK OF AMERICA	AGRICULTURAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	950.00		
559	BANK OF AMERICA	AGRICULTURAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	2,280.00		
560	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW-TT B50096 BASELINE 2PLY 500SHT	7906527	5/9/2024	5/17/2024	2,341.26		
561	BRAME SPECIALTY COMPANY, INC.	JANITORIAL SUPPLIES	FCPW-BRUSH TOILET BOWL 6310WH	7910151	5/16/2024	5/24/2024	46.91		
562	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCPW- WHEEL (1) FIX PATCH & VALVE	FCPW130	5/13/2024	5/24/2024	40.00		
563	CAMPBELL EQUIPMENT, INC.	VEHICLES REP & MAINT	FCPW-LIC 197-894L: 1 PATCH/	FCPW131	5/20/2024	5/31/2024	30.00		
564	CLEAR VISION	VEHICLES REP & MAINT	FCPW-2017 FORD ESCAPE VIN*3173- DW	24-6456	5/15/2024	5/24/2024	319.00		
565	DAIKIN APPLIED	BLDGS EQUIP REP & MAINT	FCPW-HKTPD081 HEAT KIT 8KW 1PH	5927092	5/3/2024	5/10/2024	115.00		
566	DODSON GLASS & MIRROR INC	BLDGS EQUIP REP & MAINT	FCPW-CARYSBROOK CONCESSION	92832	5/6/2024	5/10/2024	375.00		
567	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	FCPW-INV	04/30/24 ACCT:127	4/30/2024	5/10/2024	129.23		
568	FLUVANNA ACE HARDWARE	GENERAL MATERIALS AND	FCPW-INV	04/30/24 ACCT:127	4/30/2024	5/10/2024	507.80		
569	GARY SHULL	VEHICLES REP & MAINT	FCPW-123-500L TRAILER STATE	002629	4/25/2024	5/10/2024	20.00		
570	GARY SHULL	VEHICLES REP & MAINT	FCPW-249-888L:CHEVY TK TOW TO	002630	4/25/2024	5/10/2024	185.00		
571	GARY SHULL	VEHICLES REP & MAINT	FCPW- 2016 VAN TOW TO GOODSON	002630FCPW	5/7/2024	5/17/2024	125.00		
572	JAKES AUTO PARTS LLC	BLDGS EQUIP REP & MAINT	FCPW-ACT#8 APR BILLING STMT	2024-04-30	4/30/2024	5/17/2024	816.79		
573	JAKES AUTO PARTS LLC	VEHICLES REP & MAINT	FCPW-ACT#8 APR BILLING STMT	2024-04-30	4/30/2024	5/17/2024	581.10		
574	JAMES RIVER EQUIPMENT	VEHICLES REP & MAINT	FCPW- ACT#FLUVA002: WIPER	P74773	5/29/2024	5/31/2024	116.15		

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575	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	2,451.29		
576	LARRY K GOODSON JR & ANNETTE R	VEHICLES REP & MAINT	FCPW-LIC 194188L-CRANKSHAFT	RO#11231	5/7/2024	5/17/2024	174.02		
577	LINDE GAS & EQUIPMENT INC.	GENERAL MATERIALS AND	FCPW-CUST#69896328- INDUSTRIAL	43009263	5/22/2024	5/24/2024	67.20		
578	LOWE'S	AGRICULTURAL SUPPLIES	FCPW-MONTHLY STMT FOR MATERIALS	99000330383	4/25/2024	5/10/2024	(\$249.93)		
579	LOWE'S	AGRICULTURAL SUPPLIES	FCPW-MONTHLY STMT FOR MATERIALS	99000330383	4/25/2024	5/10/2024	1,307.19		
580	LOWE'S	BLDGS EQUIP REP & MAINT	FCPW-MONTHLY STMT FOR MATERIALS	99000330383	4/25/2024	5/10/2024	920.52		
581	LOWE'S	GENERAL MATERIALS AND	FCPW-MONTHLY STMT FOR MATERIALS	99000330383	4/25/2024	5/10/2024	941.69		
582	LOWE'S	JANITORIAL SUPPLIES	FCPW-MONTHLY STMT FOR MATERIALS	99000330383	4/25/2024	5/10/2024	30.18		
583	MCMASTER-CARR SUPPLY COMPANY	GENERAL MATERIALS AND	FCPW-PUSH-IN-DOOR SILENCERS FOR	27256795	5/17/2024	5/24/2024	57.77		
584	MID-ATLANTIC CONTROLS CORP	CONTRACT SERVICES	FCPW-MP0424-1 FLUV CO HOUSE BAS	35764	4/1/2024	5/3/2024	337.50		
585	MIDWEST MOTOR SUPPLY CO. INC.	BLDGS EQUIP REP & MAINT	FCPW-350876 CAP SCREW, 80111 ANTI-	102253115	5/23/2024	5/31/2024	14.40		
586	MIDWEST MOTOR SUPPLY CO. INC.	VEHICLES REP & MAINT	FCPW-MAGNA LUG 27913, MAGNA LUG	102154105	4/24/2024	5/3/2024	84.32		
587	NOLAND	BLDGS EQUIP REP & MAINT	FCPW-DDS-60U NON FUSED	620000 01	4/18/2024	5/3/2024	53.44		
588	NOLAND	BLDGS EQUIP REP & MAINT	FCPW-6-33- CORK INSULATION TAPE	620276 01	4/23/2024	5/3/2024	122.56		
589	NOLAND	BLDGS EQUIP REP & MAINT	FCPW-CUST#00858-005522: 304148	620445 01	4/25/2024	5/10/2024	58.13		
590	OUTLAW MOTORSPORTS TOWING AND	VEHICLES REP & MAINT	FCPW-144-852L LANDFILL ON RT 6 TO	42224	4/22/2024	5/10/2024	90.00		
591	PIEDMONT POWER	VEHICLES REP & MAINT	FCPW-98069-57916 S/PLG (DPR PLUG	70750P	5/15/2024	5/24/2024	13.96		
592	PIEDMONT POWER	VEHICLES REP & MAINT	FCPW-17950-HN7-010 CABLE, CHO,	70715P	5/14/2024	5/24/2024	17.92		
593	RUHLMAN'S HAULING	CONTRACT SERVICES	FCPW-3/8/24 61.09 TONS #57, 3/12/24	050324	5/3/2024	5/17/2024	2,588.34		
594	RUHLMAN'S HAULING	CONTRACT SERVICES	FCPW-2/8/24 19.64 TONS C.R. PLEASANT	030824	3/8/2024	5/24/2024	460.56		
595	SKYLINE ROOFING INC	CONTRACT SERVICES	FCPW-REPAIR FLUV CO LIBRARY-4/15-	S024309-1	5/21/2024	5/24/2024	800.00		
596	UNIFIRST CORP	LAUNDRY AND DRY	FCPW-CONVENIENCE CTR UNIFORMS	04/30/24 CONVEN.	4/30/2024	5/17/2024	189.58		
597	UNIFIRST CORP	LAUNDRY AND DRY	FCPW-MAINTENANCE UNIFORMS	04/30/24	4/30/2024	5/17/2024	522.94		
598	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	566.13		
599	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	565.60		
600	W.W. GRAINGER INC	GENERAL MATERIALS AND	FCPW-COMBINATION CHANGE PLUG	9099998008	4/26/2024	5/3/2024	43.42		
601						Total:	\$27,251.52		
602									
603	GENERAL SERVICES								
604	ABC EXTINGUISHERS, LLC.	MAINTENANCE CONTRACTS	FCPW-ACCT#2250- NEW 2 1/2# ABC	20240563	4/30/2024	5/17/2024	246.40		
605	ALLIED PORTABLE TOILET	MAINTENANCE CONTRACTS	FCPW-PLEASANT GROVE DOG PARK 5/14-	I229181	5/14/2024	5/17/2024	176.00		
606	ALLIED PORTABLE TOILET	MAINTENANCE CONTRACTS	FCPW-PLEASANT GROVE BALLFIELD 5/14-	I229182	5/14/2024	5/17/2024	176.00		
607	ALLIED PORTABLE TOILET	MAINTENANCE CONTRACTS	FCPW-CARYSBROOK BASEBALL FIELD	I229199	5/14/2024	5/17/2024	176.00		
608	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	FCPW-CTHOUSE: PREV MAIN- CT	161239	5/1/2024	5/10/2024	100.00		
609	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	FCPW-FLUV CO DEPT OF EMS: PREV	161240	5/1/2024	5/10/2024	200.00		
610	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	FCPW-FORK UNION VOL FIRE ST: PREV	161238	5/1/2024	5/10/2024	600.00		
611	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	FCPW-PALMYRA FIRE DEPT-PREV	161241	5/1/2024	5/10/2024	600.00		
612	AMELIA OVERHEAD DOOR	MAINTENANCE CONTRACTS	FCPW-PREV MAINT-KENTS STORE FIRE	161242	5/1/2024	5/10/2024	600.00		

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613	AMERICAN PEST MANAGEMENT, INC.	MAINTENANCE CONTRACTS	FCPW-PEST CONTROL MONTHLY SRVCS-	8718339	5/13/2024	5/24/2024	634.54		
614	AMERICAN PEST MANAGEMENT, INC.	MAINTENANCE CONTRACTS	FCPW-28 STONE JAIL ST, QTRLY PEST	8718650	5/2/2024	5/31/2024	108.59		
615	AMERICAN PEST MANAGEMENT, INC.	MAINTENANCE CONTRACTS	FCPW-QTRLY PEST CONTROL (APRIL	8652078	4/16/2024	5/10/2024	121.37		
616	AQUA VIRGINIA, INC.	WATER SERVICES	REGISTRARS OFFICE-213 MAIN STREET	0007970740556855	5/8/2024	5/17/2024	25.00		
617	AQUA VIRGINIA, INC.	WATER SERVICES	PUBLIC WORKS OFFICE- 197 MAIN	0007929310552932	5/8/2024	5/17/2024	30.20		
618	AQUA VIRGINIA, INC.	WATER SERVICES	COMMONWEALTH ATTORNEY OFFICE-	0015301850550900	5/8/2024	5/17/2024	33.22		
619	AQUA VIRGINIA, INC.	WATER SERVICES	197 NORTH GREEN- HCH & 2 BLDGS	0007929300552931	5/8/2024	5/17/2024	73.27		
620	AQUA VIRGINIA, INC.	WATER SERVICES	ADMINISTRATIVE OFFICE- 132 MAIN	0007800100540828	5/8/2024	5/17/2024	145.47		
621	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW-FLUV PERF ART CTR-QTRLY	3057371	4/30/2024	5/17/2024	106.09		
622	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW-FLUV FIRE ST2 ANNL INSPEC,SYS	3057041	4/30/2024	5/17/2024	155.43		
623	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW-FLUV FIRE ST2, ANNL	3057042	4/30/2024	5/17/2024	155.43		
624	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW-FLUV CO CT BLDG QTRLY	3057039	4/30/2024	5/17/2024	201.57		
625	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW-PALMYRA FIRE CO FIRE ALARM	3057408	5/10/2024	5/17/2024	390.00		
626	BFPE INTERNATIONAL	MAINTENANCE CONTRACTS	FCPW-FORK UNION VOL FIRE 5 YR	3057043	4/30/2024	5/17/2024	790.00		
627	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PUBLIC SAFETY BUILDING- 160	085473-002MAY24	4/29/2024	5/3/2024	1,734.31		
628	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	LIBRARY- 214 COMMONS BLVD	275906-001MAY24	4/29/2024	5/3/2024	2,119.18		
629	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FLUVANNA COUNTY RESCUE SQUAD	057783-001MAY24	5/6/2024	5/10/2024	140.76		
630	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	FIRE STATION-KENTS STORE (51 KENTS	275907-002MAY24	5/6/2024	5/10/2024	343.06		
631	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-ELEC SERVICE	105221-006MAY24	5/20/2024	5/24/2024	32.39		
632	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-ELEC SERVICE- SIGN	105221-009MAY24	5/20/2024	5/24/2024	32.39		
633	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	HERITAGE FARM MUSEUM-271	275904-011MAY24	5/20/2024	5/24/2024	32.41		
634	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-ELEC SERVICE-271	105221-008MAY24	5/20/2024	5/24/2024	33.02		
635	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-POLE BARN-271	275904-006MAY24	5/20/2024	5/24/2024	36.76		
636	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- 200A- FOR USE BY	105221-002MAY24	5/20/2024	5/24/2024	42.30		
637	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	DOG KENNEL- W RIVER RD	275904-008MAY24	5/20/2024	5/24/2024	45.64		
638	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PUBLIC SAFETY- OUTLETS BEHIND	085473-003MAY24	5/20/2024	5/24/2024	53.73		
639	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-ELEC SERVICE-271	105221-007MAY24	5/20/2024	5/24/2024	66.10		
640	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- SOCCER FIELD-	105221-004MAY24	5/20/2024	5/24/2024	72.10		
641	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	REGISTRAR OFFICE SUITE 116	85473-009MAY24	5/20/2024	5/24/2024	132.97		
642	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-ELEC SVC-BASEBALL-	105221-010MAY24	5/20/2024	5/24/2024	138.00		
643	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	CONVENIENCE CENTER-LANDFILL- 11206	275904-002MAY24	5/20/2024	5/24/2024	141.65		
644	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- 400A- FOR USE BY	105221-003MAY24	5/20/2024	5/24/2024	163.94		
645	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	REGISTRAR OFFICE SUITE 115	85473-008MAY24	5/20/2024	5/24/2024	173.51		
646	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-VFW HALL-2977 RIVER	275904-010MAY24	5/20/2024	5/24/2024	187.49		
647	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-LANDFILL- 11206 W RIVER	085473-005MAY24	5/20/2024	5/24/2024	246.44		
648	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER-COLUMBIA SCHOOL-563	085473-006MAY24	5/20/2024	5/24/2024	251.45		
649	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE HOUSE-271	275904-004MAY24	5/20/2024	5/24/2024	261.61		
650	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-ELEC SVC-SOCCER	105221-011MAY24	5/20/2024	5/24/2024	330.84		

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651	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	E911 TOWER- PUBLIC SAFETY BLDG-	275904-009MAY24	5/20/2024	5/24/2024	394.26		
652	CENTRAL VA ELECTRIC COOP	STREET LIGHTS	PUBLIC SAFETY- STREET LIGHTS NEAR	085473-001MAY24	5/20/2024	5/24/2024	81.87		
653	COMPUTER CABLING & TECHNOLOGY	MAINTENANCE CONTRACTS	FCPW-APRIL 2024 VUPS LOCATING	043024	4/30/2024	5/10/2024	120.00		
654	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FACILITIES- PW EMERG LINE	309428096MAY24	5/16/2024	5/24/2024	57.21		
655	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	REGISTRAR- MONTHLY STATEMENT FOR	309762613MAY24	5/16/2024	5/24/2024	60.35		
656	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FACILITIES-PERFORMING ARTS-MAIN &	309898636MAY24	5/16/2024	5/24/2024	148.69		
657	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FACILITIES-CIRCUIT COURT-PANIC	310338742MAY24	5/16/2024	5/24/2024	326.77		
658	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FACILITIES-72 MAIN ST. ALARM SYSTEM	309697981MAY24	5/16/2024	5/24/2024	328.27		
659	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	PALMYRA RESCUE SQUAD	310110229MAY24	5/16/2024	5/24/2024	691.54		
660	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FACILITIES-13 LINES-ELEVATORS &	309363296MAY24	5/16/2024	5/24/2024	2,735.21		
661	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE (2 STORY BUILDING)-	001134080009MAY	4/25/2024	5/3/2024	9.99		
662	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ FIRE STATION- 14591	005699060132MAY	4/25/2024	5/3/2024	40.46		
663	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JMH	007048771633MAY	4/25/2024	5/3/2024	51.73		
664	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	IT DEPARTMENT OFFICE- 51 COURT	001114097502MAY	4/25/2024	5/3/2024	62.21		
665	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STONE JAIL	001424085007MAY	4/22/2024	5/3/2024	70.24		
666	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BUILDING (NEE CSA OFFICE)-	001124090000MAY	4/25/2024	5/3/2024	77.50		
667	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS OFFICE-197 MAIN ST	001304130006MAY	4/25/2024	5/3/2024	80.61		
668	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD- CONCESSIONS	000692200942MAY	4/25/2024	5/3/2024	92.74		
669	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ 1038 BREMO RD	006260822157MAY	4/25/2024	5/3/2024	160.68		
670	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD- LIGHTS	003023889169MAY	4/22/2024	5/3/2024	179.11		
671	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SMALL BALLFIELD- CONCESSIONS &	000274195007MAY	4/25/2024	5/3/2024	224.61		
672	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMONWEALTH'S ATTORNEY-181 MAIN	006274752663MAY	4/25/2024	5/3/2024	232.07		
673	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS MAINTENANCE SHOP	002554330007MAY	4/25/2024	5/3/2024	238.89		
674	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD-PALMYRA - 90 RESCUE	004894115007MAY	4/22/2024	5/3/2024	333.58		
675	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION- PALMYRA	001005898992MAY	4/22/2024	5/3/2024	406.63		
676	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION-FORK UNION-5753 JAMES	004834680458MAY	4/23/2024	5/3/2024	466.67		
677	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	001144090006MAY	4/22/2024	5/3/2024	468.64		
678	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS CENTER	004144237502MAY	4/22/2024	5/3/2024	476.30		
679	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER'S OFFICE	001024205005MAY	4/22/2024	5/3/2024	754.42		
680	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYMNASIUM (INCLUDES	000084297506MAY	4/22/2024	5/3/2024	814.06		
681	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CENTER & EXTENSION	004331888158MAY	4/23/2024	5/3/2024	869.34		
682	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES BUILDING	000074032509MAY	4/22/2024	5/3/2024	1,159.37		
683	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMINISTRATION BUILDING	001404067504MAY	4/22/2024	5/3/2024	1,233.87		
684	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BUILDING	008895892548MAY	4/22/2024	5/3/2024	3,601.19		
685	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	211 MAIN ST	001284152509MAY	4/26/2024	5/17/2024	10.40		
686	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HOUSING OFFICE (2 STORY BUILDING)-	001134080009JUN2	5/24/2024	5/31/2024	9.86		
687	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEAVER BUILDING (NEE CSA OFFICE)-	001124090000JUN2	5/28/2024	5/31/2024	14.78		
688	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OLD STONE JAIL	001424085007JUN2	5/23/2024	5/31/2024	18.84		

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689	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	8880 JMH	007048771633JUN2	5/24/2024	5/31/2024	24.18		
690	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ FIRE STATION-14591	005699060132JUN2	5/24/2024	5/31/2024	30.87		
691	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS OFFICE-197 MAIN ST	001304130006JUN2	5/24/2024	5/31/2024	75.99		
692	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD-LIGHTS	003023889169JUN2	5/21/2024	5/31/2024	102.02		
693	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	LARGE BALLFIELD- CONCESSIONS	000692200942JUN2	5/24/2024	5/31/2024	113.88		
694	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CELL TOWER @ 1038 BREMO RD	006260822157JUN2	5/24/2024	5/31/2024	157.38		
695	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SMALL BALLFIELD-CONCESSIONS &	000274195007JUN2	5/24/2024	5/31/2024	166.23		
696	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMONWEALTH'S ATTORNEY-181 MAIN	006274752663JUN2	5/24/2024	5/31/2024	179.84		
697	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PERFORMING ARTS CENTER	004144237502JUN2	5/21/2024	5/31/2024	197.99		
698	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	HISTORIC COURTHOUSE	001144090006JUN2	5/21/2024	5/31/2024	275.21		
699	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUBLIC WORKS MAINTENANCE SHOP	002554330007JUN2	5/28/2024	5/31/2024	298.72		
700	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	RESCUE SQUAD- PALMYRA- 90 RESCUE	004894115007JUN2	5/21/2024	5/31/2024	302.09		
701	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COMMUNITY CENTER & EXTENSION	004331888158JUN2	5/22/2024	5/31/2024	384.34		
702	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION-PALMYRA	001005898992JUN2	5/21/2024	5/31/2024	435.17		
703	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	TREASURER'S OFFICE	001024205005JUN2	5/21/2024	5/31/2024	570.71		
704	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FIRE STATION-FORK UNION-5753 JAMES	004834680458JUN2	5/22/2024	5/31/2024	589.63		
705	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	CARYSBROOK GYMNASIUM (INCLUDES	000084297506JUN2	5/21/2024	5/31/2024	595.55		
706	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	SOCIAL SERVICES BUILDING	000074032509JUN2	5/21/2024	5/31/2024	1,117.07		
707	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	ADMINISTRATION BUILDING	001404067504JUN2	5/21/2024	5/31/2024	1,148.24		
708	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	COURTS BUILDING	008895892548JUN2	5/21/2024	5/31/2024	5,250.06		
709	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	004210122349MAY	4/25/2024	5/3/2024	246.47		
710	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE- STREET LIGHTING	003595578927MAY	4/25/2024	5/3/2024	571.63		
711	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS- NORTH-	7080078962MAY24	4/25/2024	5/10/2024	67.07		
712	DOMINION VIRGINIA POWER	STREET LIGHTS	FORK UNION STREET LIGHTS-NORTH-	9609027314MAY24	4/25/2024	5/10/2024	79.34		
713	DOMINION VIRGINIA POWER	STREET LIGHTS	COLUMBIA STREET LIGHTS	004210122349JUN2	5/24/2024	5/31/2024	246.47		
714	DOMINION VIRGINIA POWER	STREET LIGHTS	PALMYRA VILLAGE- STREET LIGHTING	003595578927JUN2	5/24/2024	5/31/2024	571.63		
715	FORK UNION SANITARY DISTRICT	SEWER SERVICES	REGISTRAR 211 MAIN STREET	201300-577MAY24	5/16/2024	5/24/2024	10.00		
716	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA PUBLIC WORKS 197 MAIN	201100-575MAY24	5/16/2024	5/24/2024	14.59		
717	FORK UNION SANITARY DISTRICT	SEWER SERVICES	COMMONWEALTH ATTORNEY 181 MAIN	201000-574MAY24	5/16/2024	5/24/2024	16.89		
718	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PUBLIC SAFETY BLDG 160 COMMONS	206000-592MAY24	5/16/2024	5/24/2024	25.30		
719	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUCO LIBRARY 214 COMMONS BLVD	206100-593MAY24	5/16/2024	5/24/2024	25.30		
720	FORK UNION SANITARY DISTRICT	SEWER SERVICES	PLEASANT GROVE HOUSE 1730 THOMAS	206800-	5/16/2024	5/24/2024	25.30		
721	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA ADMIN BLDG 132 MAIN	200300-567MAY24	5/16/2024	5/24/2024	37.54		
722	FORK UNION SANITARY DISTRICT	SEWER SERVICES	FLUVANNA COURTS BUILDING 132 MAIN	200200-565MAY24	5/16/2024	5/24/2024	54.37		
723	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BASEBALL FIELD (GYM)	11259-3956MAY24	5/16/2024	5/24/2024	21.00		
724	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK SOFTBALL FIELD 8880	11266-3955MAY24	5/16/2024	5/24/2024	21.00		
725	FORK UNION SANITARY DISTRICT	WATER SERVICES	FLUVANNA COUNTY-FIRE HOUSE 5753	11121-139MAY24	5/16/2024	5/24/2024	55.10		
726	FORK UNION SANITARY DISTRICT	WATER SERVICES	CARYSBROOK BUILDING 8880 JAMES	11265-131MAY24	5/16/2024	5/24/2024	58.40		

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727	GENSERV LLC	MAINTENANCE CONTRACTS	FCPW-SITE COMMAND TRAILER	5432	5/13/2024	5/17/2024	340.00		
728	GFL ENVIRONMENTAL HOLDINGS (US),	MAINTENANCE CONTRACTS	FCPW-FLUV CO RESCUE SQ TRASH STD	KC0000510167	5/15/2024	5/24/2024	30.00		
729	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	MAY FLUV CO RENT, MAY JEFFERSON	050124	5/1/2024	5/3/2024	3,815.44		
730	JEFFERSON CENTRE PROPERTIES	LEASE/RENT	APRIL FLUV CO RENT & JEFFERSON CTR	040124-R	4/1/2024	5/14/2024	3,815.44		
731	REPUBLIC SERVICES #410	MAINTENANCE CONTRACTS	FCPW-P/U SRVC FOR FLUV PUBLIC	0410-000791135	4/30/2024	5/10/2024	626.56		
732	STERICYCLE, INC.	LEASE/RENT	FCPW-CUST#1000358564	8007084261	5/3/2024	5/10/2024	259.42		
733	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FCPW-CUST#888295-519.90 PROPANE 51	27797754	5/16/2024	5/24/2024	862.19		
734	THE BLOSSMAN COMPANIES, INC.	HEATING SERVICES	FCPW-5753 JAMES MADISON HWY 522.60	27574158	4/26/2024	5/3/2024	961.54		
735	THE SUPPLY ROOM	WATER SERVICES	FCPW-TSR EQ RENTAL, WATER, BOTTLE	05/01/24	4/30/2024	5/10/2024	769.80		
736	TIGER FUEL COMPANY	HEATING SERVICES	FCPW-ACT#267949-4- CTS BLDG	840426	5/23/2024	5/31/2024	2,355.53		
737	VIRGINIA UTILITY PROTECTION	MAINTENANCE CONTRACTS	FCPW-TRANSMISSIONS (8) FLU591	04240167	4/30/2024	5/10/2024	9.20		
738	W & H RESOURCES, INC	MAINTENANCE CONTRACTS	FCPW-VA LABOR REPAIRS/QUOTES	55063	5/1/2024	5/10/2024	195.00		
739						Total:	\$57,962.28		
740									
741	PUBLIC WORKS								
742	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	FCPW-AODK 66" L SHAPED COMPUTER	1XLX-17C7-JXTR	4/21/2024	5/3/2024	236.99		
743	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	FCPW-CONT 654577-2 LEASE & USAGE	32458442	4/23/2024	5/10/2024	273.00		
744	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONT#654577-1: MULTIPLE DEPT ONLY	32033585	2/10/2024	5/24/2024	27.34		
745	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRGR & CREDITS	31865258A	1/12/2024	5/24/2024	231.32		
746	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRGR & USAGE-	32604312	5/15/2024	5/24/2024	958.08		
747	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	58.17		
748	MANSFIELD OIL COMPANY OF	VEHICLE FUEL	BLDG INSP,PW, FCSO FUEL USAGE FOR	SQLCD-959114	5/20/2024	5/24/2024	38.11		
749	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	85.80		
750	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	85.80		
751						Total:	\$1,994.61		
752									
753	CONVENIENCE CENTER								
754	BFI - FLUVANNA TRANSFER STATION	CONTRACT SERVICES	CONV CTR-MSW, RECYCLING FOR APRIL	4347-000006929	4/30/2024	5/10/2024	8,268.81		
755	CAMPBELL EQUIPMENT, INC.	CONTRACT SERVICES	CONV CTR-14 DISPOSAL (TIRE), 14	FCPW129	4/22/2024	5/17/2024	112.00		
756	DRAPER ADEN ASSOCIATES	PROFESSIONAL SERVICES	FCPW-PROF SRVC THRU 4/19/24 FLUV	123268	4/26/2024	5/3/2024	2,358.25		
757	FAIRBANKS SCALES, INC.	CONTRACT SERVICES	CONV CTR-MAINTENANCE AGREEMENT	1681376	4/29/2024	5/17/2024	912.00		
758	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	291.38		
759	REPUBLIC SERVICES #410	CONTRACT SERVICES	CONV CTR-LANDFILL WASTE	0410-000790524	4/30/2024	5/17/2024	8,996.22		
760	RUHLMAN'S HAULING	BLDGS EQUIP REP & MAINT	FCPR-3/6/24- 40.83 TONS #57, 20.30 TONS	041024	4/10/2024	5/3/2024	1,707.18		
761	RUHLMAN'S HAULING	CONTRACT SERVICES	FCPW-3/20/24 20.56 TONS #57, 3/20/24	04/2/24	4/22/2024	5/10/2024	2,134.73		
762	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	80.80		
763	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	80.80		
764						Total:	\$24,942.17		

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765									
766	PUBLIC UTILITIES								
767	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	9.00		
768	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	9.48		
769	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	25.25		
770	BANK OF AMERICA	VEHICLE/POWER EQUIP	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	15.00		
771	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE-COMPETITION PARK	105221-001MAY24	4/17/2024	5/17/2024	129.20		
772	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	PLEASANT GROVE- DOG PARK WELL T.J.	203061-001MAY24	5/20/2024	5/31/2024	32.17		
773	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	PALMYRA-PUMP STATION ALARM CALL-	310089744APR24	4/19/2024	5/24/2024	300.88		
774	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	PALMYRA WASTEWATER TREATMENT	309433290APR24	4/19/2024	5/24/2024	379.03		
775	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE-COURTS BUILDING WELL	004501632147MAY	4/22/2024	5/3/2024	144.80		
776	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PUMP HOUSE- COURTS BUILDING WELL	004501632147JUN2	5/21/2024	5/31/2024	72.96		
777	HD SUPPLY, INC	CHEMICAL SUPPLIES	FUSD-CUST#616655-D-CHLOR TABLETS 2-	INV00343604	4/23/2024	5/17/2024	1,232.13		
778	HD SUPPLY, INC	CHEMICAL SUPPLIES	FUSD-CUST#616655-HACH DPD 4 (TOTAL)	INV00343622	4/23/2024	5/17/2024	1,677.78		
779	INBODEN ENVIRONMENTAL SERVICES,	CHEMICAL SUPPLIES	FUSD-CARYSBROOK WWTP	81179	4/9/2024	5/17/2024	121.00		
780	INBODEN ENVIRONMENTAL SERVICES,	CHEMICAL SUPPLIES	FUSD-PALMYRA WWTP WASTEWATER	81180	4/9/2024	5/17/2024	121.00		
781	INBODEN ENVIRONMENTAL SERVICES,	CHEMICAL SUPPLIES	FUSD-CENTRAL WWTP WASTEWATER	81219	4/15/2024	5/17/2024	157.50		
782	INBODEN ENVIRONMENTAL SERVICES,	CHEMICAL SUPPLIES	FUSD-PALMYRA WWTP WASTEWATER	81292	4/25/2024	5/17/2024	178.10		
783	INBODEN ENVIRONMENTAL SERVICES,	CHEMICAL SUPPLIES	FUSD-CARYSBROOK WWTP	81293	4/25/2024	5/17/2024	178.10		
784	INBODEN ENVIRONMENTAL SERVICES,	CHEMICAL SUPPLIES	FUSD-CENTRAL WWTP WASTEWATER	81294	4/25/2024	5/17/2024	372.10		
785	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	984.09		
786	THE PITNEY BOWES BANK INC	POSTAL SERVICES	ACCT: FLUV COUNTY ADMIN: MULT	8000909001515654	5/19/2024	5/24/2024	275.55		
787	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	367.04		
788	VERIZON WIRELESS	TELECOMMUNICATIONS	FCPW-ACT#442318197-00001 MONTHLY	9962725886	4/27/2024	5/17/2024	307.05		
789	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	367.04		
790						Total:	\$7,456.25		
791									
792	CSA								
793	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	CSA-ROBERT'S RULES OF ORDER	1F6V-DFTW-FQ1T	4/27/2024	5/1/2024	23.35		
794	BANK OF AMERICA	FOOD SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	6.43		
795	BANK OF AMERICA	SUBSISTENCE & LODGING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	11.20		
796	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024	(\$52.01)		
797	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865259	1/12/2024	5/24/2024	22.06		
798	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	65.09		
799	THE PITNEY BOWES BANK INC	POSTAL SERVICES	ACCT: FLUV COUNTY ADMIN: MULT	8000909001515654	5/19/2024	5/24/2024	54.28		
800	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	40.40		
801	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	40.40		
802						Total:	\$211.20		

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803									
804	CSA PURCHASE OF SERVICES								
805	1VISION MENTORING LLC	COMM SVCS		P04000981375	4/30/2024	5/3/2024	720.00		
806	1VISION MENTORING LLC	COMM SVCS		P04000982036	4/30/2024	5/23/2024	1,140.00		
807	1VISION MENTORING LLC	FF4E-COMM SVCS		P04000980979	4/30/2024	5/3/2024	60.00		
808	1VISION MENTORING LLC	NON-MAND COMM BASED		P04000978533	4/30/2024	5/17/2024	330.00		
809	1VISION MENTORING LLC	POS MANDATED WSS		P04000990034	4/30/2024	5/17/2024	797.50		
810	AMY Z. COBERT, M.A., CCC-SLP	POS MANDATED SPED-		P04000963562	4/30/2024	5/3/2024	455.00		
811	AN	COMM SVCS		P04000999338	4/30/2024	5/23/2024	811.00		
812	BS	POS MANDATED FFOP		P04000987903	4/30/2024	5/10/2024	811.00		
813	C.M. MENTORING SERVICES LLC	POS MANDATED WSS		P05000991250	5/31/2024	5/31/2024	650.00		
814	C.M. MENTORING SERVICES LLC	POS MANDATED WSS		P05000995551	5/31/2024	5/31/2024	1,300.00		
815	CR	POS MANDATED FFOP		P04000973185	4/30/2024	5/3/2024	639.00		
816	CENTRAL VA ELECTRIC COOP	COMM SVCS		37882-	4/17/2024	5/1/2024	347.52		
817	CSA	POS MANDATED WSS		P04000998008	4/30/2024	5/10/2024	347.52		
818	DOMINION ACADEMY LLC	POS MANDATED SPED-		P02000983667	2/29/2024	5/3/2024	991.02		
819	DOMINION ACADEMY LLC	POS MANDATED SPED-		P01000992369	1/31/2024	5/3/2024	2,936.40		
820	DOMINION ACADEMY LLC	POS MANDATED SPED-		P03000992371	3/31/2024	5/3/2024	12,332.88		
821	DOMINION ACADEMY LLC	POS MANDATED SPED-		P04000995293	4/30/2024	5/10/2024	5,615.78		
822	DOMINION ACADEMY LLC	POS MANDATED SPED-		P03000983648	3/26/2024	5/31/2024	5,946.12		
823	DOMINION ACADEMY LLC	POS MANDATED SPED-		P04000992342	4/30/2024	5/31/2024	9,983.76		
824	ET	POS MANDATED FFOP		P04000986086	4/30/2024	5/3/2024	448.00		
825	ET	POS MANDATED FFOP		P04000978287	4/30/2024	5/3/2024	547.00		
826	ET	POS MANDATED FFOP		P04000978388	4/30/2024	5/3/2024	547.00		
827	ET	POS MANDATED FFOP		P04000978489	4/30/2024	5/3/2024	639.00		
828	ET	POS MANDATED FFOP		P04000986290	4/30/2024	5/3/2024	1,120.00		
829	ET	POS MANDATED FFOP		P04000986191	4/30/2024	5/3/2024	1,344.00		
830	ELK HILL	POS MANDATED SPED-		P04000965244	4/30/2024	5/31/2024	4,125.00		
831	ELK HILL	POS MANDATED SPED-		P04000971545	4/30/2024	5/31/2024	4,125.00		
832	ELK HILL	POS MANDATED SPED-		P04000974146	4/30/2024	5/31/2024	4,125.00		
833	ELK HILL	POS MANDATED SPED-		P04000977643	4/30/2024	5/31/2024	4,125.00		
834	ELK HILL	POS MANDATED SPED-		P04000971447	4/30/2024	5/31/2024	4,400.00		
835	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P04000999223	4/23/2024	5/17/2024	548.00		
836	FLUVANNA DEPARTMENT OF SOCIAL	COMM SVCS		P04000999124	4/16/2024	5/17/2024	1,000.00		
837	FLUVANNA DEPARTMENT OF SOCIAL	FF4E-COMM SVCS		P05000999849	5/22/2024	5/31/2024	3,483.65		
838	GRAFTON SCHOOL,INC	POS MANDATED SPED-		P04000991619	4/30/2024	5/17/2024	5,891.95		
839	HEALTH CONNECT AMERICA	POS MANDATED SPED-		P04000988263	4/30/2024	5/3/2024	225.00		
840	HEALTH CONNECT AMERICA	POS MANDATED SPED-		P04000957065	4/30/2024	5/3/2024	5,185.00		

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841	HEALTH CONNECT AMERICA	POS MANDATED SPED-		P04000988464	4/30/2024	5/3/2024	5,185.00		
842	HEALTH CONNECT AMERICA	POS MANDATED SPED-		P03000988472	3/31/2024	5/3/2024	6,100.00		
843	INTEGRITY MENTORING LLC	POS MANDATED WSS		P03000983716	3/31/2024	5/10/2024	1,300.00		
844	INTEGRITY MENTORING LLC	POS MANDATED WSS		P04000983709	4/30/2024	5/10/2024	1,300.00		
845	INTEGRITY MENTORING LLC	POS MANDATED WSS		P10000981118	10/31/2023	5/10/2024	1,300.00		
846	LEARY EDUCATIONAL FOUNDATION,	EDUC SVCS CONG CARE		P04000996739	4/30/2024	5/23/2024	5,202.20		
847	LIVE OAK MENTORING LLC	POS MANDATED WSS		P04000997810	4/26/2024	5/10/2024	1,560.00		
848	LIVE OAK MENTORING LLC	POS MANDATED WSS		P05000996852	5/31/2024	5/31/2024	1,950.00		
849	MMFG	POS MANDATED FFOP		P04000981580	4/30/2024	5/3/2024	811.00		
850	MMFG	POS MANDATED FFOP		P04000984481	4/30/2024	5/3/2024	2,016.00		
851	PARACLETE THERAPEUTICS LLC	COMM SVCS		P12000964531	12/31/2023	5/17/2024	1,500.00		
852	PIEDMONT FAMILY YMCA	COMM SVCS		P03000987877	3/31/2024	5/3/2024	600.00		
853	PIEDMONT FAMILY YMCA	COMM SVCS		P04000987876	4/30/2024	5/3/2024	750.00		
854	REGION TEN	COMM SVCS. TRANSITION		P04000993878	4/30/2024	5/3/2024	326.50		
855	REGION TEN	COMM SVCS. TRANSITION		P04000992732	4/30/2024	5/17/2024	326.50		
856	SECURE CHILD IN- HOME PROGRAM	POS MANDATED WSS		P04000985135	4/30/2024	5/17/2024	675.00		
857	SECURE CHILD IN- HOME PROGRAM	POS MANDATED WSS		P04000985040	4/30/2024	5/23/2024	2,450.00		
858	SM	POS MANDATED FFOP		P04000993584	4/30/2024	5/3/2024	811.00		
859	SV	COMM SVCS		P04000985737	4/30/2024	5/23/2024	787.50		
860	SV	POS MANDATED WSS		P03000986692	3/31/2024	5/3/2024	1,200.00		
861	SV	POS MANDATED WSS		P04000986641	4/30/2024	5/23/2024	1,087.50		
862	TA	POS MANDATED FFOP		P04000979602	4/30/2024	5/10/2024	1,483.00		
863	THE FAISON CENTER, INC	POS MANDATED SPED-		P11000959974	11/30/2023	5/3/2024	318.00		
864	THE FAISON CENTER, INC	POS MANDATED SPED-		P12000959966	12/31/2023	5/3/2024	2,862.00		
865	THE FAISON CENTER, INC	POS MANDATED SPED-		P01000959970	1/31/2024	5/3/2024	3,180.00		
866	THE FAISON CENTER, INC	POS MANDATED SPED-		P02000959968	2/29/2024	5/3/2024	5,724.00		
867	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P03000960773	3/31/2024	5/3/2024	5,930.28		
868	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P04000960522	4/30/2024	5/17/2024	5,306.04		
869	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P04000960721	4/30/2024	5/17/2024	5,306.04		
870	THE LAFAYETTE SCHOOL	POS MANDATED SPED-		P04000970820	4/30/2024	5/17/2024	5,306.04		
871	VM	POS MANDATED FFOP		P04000939282	4/30/2024	5/3/2024	811.00		
872	VM	POS MANDATED FFOP		P04000985883	4/30/2024	5/3/2024	2,016.00		
873	XTRA MILE, LLC	COMM SVCS		P04000991194	4/30/2024	5/10/2024	225.00		
874	XTRA MILE, LLC	COMM SVCS		P04000994295	4/30/2024	5/10/2024	525.00		
875	XTRA MILE, LLC	COMM SVCS		P04000995796	4/30/2024	5/10/2024	630.00		
876	XTRA MILE, LLC	COMM SVCS		P04000991997	4/30/2024	5/10/2024	690.00		
877	XTRA MILE, LLC	COMM SVCS		P04000994198	4/30/2024	5/10/2024	1,185.00		
878	XTRA MILE, LLC	COMM SVCS		P04000978899	4/30/2024	5/10/2024	2,400.00		

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879	XTRA MILE, LLC	COMM SVCS		P04000994425	4/30/2024	5/17/2024	525.00		
880	XTRA MILE, LLC	COMM SVCS		P04000994926	4/30/2024	5/17/2024	1,185.00		
881	XTRA MILE, LLC	COMM SVCS		P04000985527	4/30/2024	5/17/2024	1,200.00		
882	XTRA MILE, LLC	COMM SVCS		P04000985628	4/30/2024	5/17/2024	1,200.00		
883	XTRA MILE, LLC	COMM SVCS		P04000994330	4/30/2024	5/17/2024	1,905.00		
884	XTRA MILE, LLC	COMM SVCS		P04000994829	4/30/2024	5/17/2024	1,905.00		
885	XTRA MILE, LLC	FF4E-COMM SVCS		P04000984500	4/30/2024	5/10/2024	870.00		
886	XTRA MILE, LLC	FF4E-COMM SVCS		P04000993901	4/30/2024	5/10/2024	1,500.00		
887	XTRA MILE, LLC	NON-MAND COMM BASED		P03000996907	3/31/2024	5/10/2024	60.00		
888	XTRA MILE, LLC	NON-MAND COMM BASED		P04000996904	4/30/2024	5/10/2024	60.00		
889	XTRA MILE, LLC	NON-MAND COMM BASED		P04000979005	4/30/2024	5/10/2024	75.00		
890	XTRA MILE, LLC	NON-MAND COMM BASED		P04000978906	4/30/2024	5/10/2024	600.00		
891	XTRA MILE, LLC	POS MANDATED WSS		P04000984811	4/30/2024	5/10/2024	840.00		
892	XTRA MILE, LLC	POS MANDATED WSS		P04000984912	4/30/2024	5/10/2024	990.00		
893	XTRA MILE, LLC	POS MANDATED WSS		P03000998517	3/31/2024	5/10/2024	1,200.00		
894	XTRA MILE, LLC	POS MANDATED WSS		P04000998513	4/30/2024	5/10/2024	1,200.00		
895	XTRA MILE, LLC	POS MANDATED WSS		P04000995314	4/30/2024	5/10/2024	1,500.00		
896	XTRA MILE, LLC	POS MANDATED WSS		P04000992615	4/30/2024	5/10/2024	1,620.00		
897						Total:	\$187,663.70		
898									
899	PARKS & RECREATION								
900	AMAZON CAPITAL SERVICES	RECREATIONAL SUPPLIES	FCPR-CLEAN REVOLUTION LIQUID GEL	163M-JW3Q-KCYG	4/21/2024	5/1/2024	121.76		
901	ASHLEIGH Y. MORRIS	PROFESSIONAL SERVICES	FCPR-BEGINNING DOG SESSION 4, 4/11-	INV#28 4/29/24	4/29/2024	5/3/2024	176.00		
902	ASHLEIGH Y. MORRIS	PROFESSIONAL SERVICES	FCPR-BEGINNING DOG 5 INTERM. 3: 5/6-	INV#32	5/13/2024	5/17/2024	716.00		
903	ASHLEIGH Y. MORRIS	PROFESSIONAL SERVICES	FCPR-DOG CLINIC#10 5/22/24	INV#34	5/23/2024	5/24/2024	80.00		
904	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	34.99		
905	BANK OF AMERICA	BLDGS EQUIP REP & MAINT	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	50.46		
906	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	(\$32.27)		
907	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	10.49		
908	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	35.77		
909	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	42.09		
910	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	79.92		
911	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	110.52		
912	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	119.98		
913	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	200.46		
914	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	273.70		
915	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	334.01		
916	BANK OF AMERICA	RECREATIONAL SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	641.15		

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917	BANK OF AMERICA	SITE IMPROVEMENTS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	46.68		
918	BANK OF AMERICA	SITE IMPROVEMENTS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	226.56		
919	BONNIE SNODDY	PROFESSIONAL SERVICES	FCPR-KARATE SESSION 4/10/24-5/15/24	INV#30	5/13/2024	5/17/2024	406.00		
920	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865259	1/12/2024	5/24/2024	64.77		
921	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	COR & FORK UNION COMM CTR LEASE &	32540395	5/12/2024	5/24/2024	131.22		
922	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	134.61		
923	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865259	1/12/2024	5/24/2024	159.69		
924	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHARGES FOR MAY	32540398	5/12/2024	5/24/2024	159.69		
925	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FCPR-MONTHLY STMT FOR 4/16-5/15/24	309373828APR24	4/16/2024	5/1/2024	55.48		
926	CONNECT PARENT CORPORATION	TELECOMMUNICATIONS	FCPR-MONTHLY STATEMENT FOR 5/16-	309373828MAY24	5/16/2024	5/24/2024	55.48		
927	FLUVANNA ACE HARDWARE	BLDGS EQUIP REP & MAINT	FCPR-INV 100422,100536: CONTRCTRS	4/30/24 ACCT:341	4/30/2024	5/10/2024	151.98		
928	FLUVANNA COUNTY SHERIFF'S OFFICE	PROFESSIONAL SERVICES	FCPR-CARNIVAL 5/9,5/10,5/11, 5/11 -	FCPR17	5/20/2024	5/24/2024	1,237.50		
929	FLUVANNA REVIEW	ADVERTISING	FCPR-FR 1/2-13X GROOVIN AT THE	2024F19-9	5/9/2024	5/17/2024	279.00		
930	HAROLD BOYD	PROFESSIONAL SERVICES	FCPR-TBALL 4/13/24-5/18/24	INV#29	5/15/2024	5/17/2024	1,092.00		
931	HEATHER ANTONACCI	PROFESSIONAL SERVICES	FCPR-HORSEBACK RIDING SESSION 7	INV#237 4.22.24	5/1/2024	5/3/2024	294.00		
932	HEATHER ANTONACCI	PROFESSIONAL SERVICES	FCPR-HORSEBACK RIDING SESSION 8 &	INV#31	5/13/2024	5/17/2024	490.00		
933	HEATHER ANTONACCI	PROFESSIONAL SERVICES	FCPR-HORSEBACK RIDING SESSION 5 &	INV#33	5/21/2024	5/24/2024	196.00		
934	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	553.64		
935	JAMIE K. WOOD	PROFESSIONAL SERVICES	FCPR-ENTERTAINMENT FOR GROOVIN'	050124-R	5/1/2024	5/13/2024	500.00		
936	JOHN ALAN YOUNG	PROFESSIONAL SERVICES	FCPR-GROOVIN' AT THE GROVE: AUDIO	0511	5/5/2024	5/10/2024	300.00		
937	JOHN ALAN YOUNG	PROFESSIONAL SERVICES	FCPR-AUDIO PRODUCTION FULL PA SYS-	0608	5/29/2024	5/31/2024	300.00		
938	JOSHUA R. LAIDLER	PROFESSIONAL SERVICES	FCPR-UNARMED SECURITY	1712630	5/12/2024	5/31/2024	360.00		
939	LOGAN B. FULTON	PROFESSIONAL SERVICES	FCPR-BAND PAYMENT FOR 6/8/24	001	5/30/2024	5/31/2024	500.00		
940	MJC DESIGNS, LLC.	SITE IMPROVEMENTS	FCPR-CUSTOM 8.5IN X 8.5IN X 3MM	3936	5/20/2024	5/31/2024	125.00		
941	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-EQ FIELD PORTABLE TOILET 4/1/24-	33101	5/1/2024	5/10/2024	92.50		
942	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-PG BALL FIELDS PORTABLE	33102	5/1/2024	5/10/2024	92.50		
943	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-POLE BARN PG PORTABLE TOILET	33105	5/1/2024	5/10/2024	92.50		
944	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-CARYSBROOK HANDICAP UNIT W	33104	5/1/2024	5/10/2024	152.50		
945	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-SOCCER FIELD @ PG HANDICAP	33103	5/1/2024	5/10/2024	813.83		
946	MOJOHNS, INC.	CONTRACT SERVICES	FCPR-HANDICAP UNIT,HANDWASH	33576	5/2/2024	5/10/2024	1,445.00		
947	MULTI SERVICE TECHNOLOGY	UNIFORM/WEARING	FCPR-ACCT#79792: 6" BROWN WTPF	20240510079792	5/10/2024	5/17/2024	150.00		
948	SAM'S CLUB	RECREATIONAL SUPPLIES	FCPR- 8OZ. WATER F, 8OZ WATER F,	050624	5/6/2024	5/10/2024	49.52		
949	SCOTTSVILLE OUTDOOR EQUIPMENT	BLDGS EQUIP REP & MAINT	FCPR-SERVICE KIT, LABOR	14668	5/7/2024	5/10/2024	213.99		
950	SHENANDOAH PUBLICATIONS, INC.	PRINTING AND BINDING	FCPR-BASE RATE SUMMER GUIDE, 24PG	61615	4/24/2024	5/17/2024	2,152.60		
951	UPS	POSTAL SERVICES	FCPR-GROUND COMMERCIAL : HALIFAX	0000Y7646Y164	4/20/2024	5/3/2024	14.20		
952	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	202.00		
953	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	202.00		
954	VIRGINIA RECREATION & PARK	RECREATIONAL SUPPLIES	FCPR-KINGS DOMINION TKTS SOLD IN	43724	3/25/2024	5/24/2024	533.00		

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4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
955							Total:	\$17,020.47	
956									
957	LIBRARY								
958	AMAZON CAPITAL SERVICES	BOOKS/PUBLICATIONS	LIBRARY-TABLE FOR TWO: FICTIONS,	139G-XPGW-HHLN	5/1/2024	5/10/2024		10,475.15	
959	BANK OF AMERICA	BOOKS/PUBLICATIONS	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024		23.17	
960	DEMCO INC	OFFICE SUPPLIES	LIBRARY-2 BOX PS BOOK POCKET HIGH	7473844	4/24/2024	5/10/2024		389.95	
961	DEMCO INC	OFFICE SUPPLIES	LIBRARY-DEMCO SQ CASTER INSERT	7472033	4/22/2024	5/10/2024		404.26	
962	FIREFLY	TELECOMMUNICATIONS	LIBRARY- MONTHLY INTERNET	15623MAY24	5/1/2024	5/10/2024		400.00	
963	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-CUST#3100-0005- EBOOK (1)	03100DA24060684	2/27/2024	5/1/2024		55.00	
964	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-CUST#3100-1001- EBOOK (1)	03100DA24124133	4/23/2024	5/1/2024		55.00	
965	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-CUST#03100-0005- EBOOK (2)	03100DA24079304	3/12/2024	5/1/2024		65.99	
966	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-CUST #3100-0005-EBOOK	03100DA24124252	4/23/2024	5/1/2024		715.25	
967	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-CUST#3100-0005- EBOOK (35)	03100CO24113233	4/12/2024	5/1/2024		1,211.21	
968	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-CUST#3100-0005-EBOOK (2)	03100DA24142172	5/7/2024	5/17/2024		59.98	
969	OVERDRIVE	BOOKS/PUBLICATIONS	LIBRARY-CUST ID#3100-0005-EBOOK (2),	03100DA24148835	5/14/2024	5/24/2024		184.98	
970	PROQUEST LLC	BOOKS/PUBLICATIONS	LIBRARY-HERITAGE QUEST ONLINE	70821091	5/1/2024	5/10/2024		1,008.42	
971							Total:	\$15,048.36	
972									
973	COUNTY PLANNER								
974	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	CONT#654577-1: MULTIPLE DEPT ONLY	32033585	2/10/2024	5/24/2024		101.77	
975	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024		231.32	
976	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULT DEPTS LEASE CHRG & CREDITS	31865258A	1/12/2024	5/24/2024		252.38	
977	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024		981.00	
978	CANON FINANCIAL SERVICES, INC.	LEASE/RENT	MULTIPLE DEPTS-LEASE CHRG & USAGE-	32604312	5/15/2024	5/24/2024		1,009.80	
979	FLUVANNA REVIEW	ADVERTISING	COM DEV-FR 1/4-13, BZA 24:01-ROBERT &	2024F10-88	3/7/2024	5/31/2024		154.70	
980	FLUVANNA REVIEW	ADVERTISING	COM DEV-FR 1/4-13X BZA 24:01-ROBERT	2024F11-88	3/14/2024	5/31/2024		154.70	
981	FLUVANNA REVIEW	ADVERTISING	COM DEV-FR 1/4- 12X-PURSUANT TO VA	2024F17-9	4/25/2024	5/31/2024		154.70	
982	FLUVANNA REVIEW	ADVERTISING	COM DEV-FR 1/4-13X, PURSUANT TO VA	2024F18-19	5/3/2024	5/31/2024		154.70	
983	THE PITNEY BOWES BANK INC	POSTAL SERVICES	ACCT: FLUV COUNTY ADMIN: MULT	8000909001515654	5/19/2024	5/24/2024		3.22	
984	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024		45.40	
985	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024		192.95	
986							Total:	\$3,436.64	
987									
988	ECONOMIC DEVELOPMENT								
989	AMAZON CAPITAL SERVICES	MARKETING	ED-BVIEAKD WIDE YELLOW SATIN	1C31-DD16-1FRT	4/29/2024	5/1/2024		33.97	
990	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	ED-HILLMAN HANGING-HARDWARE	1MGT-PVKK-WP1P	5/12/2024	5/17/2024		3.18	
991	BANK OF AMERICA	DUES OR ASSOCIATION	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024		125.00	
992	BANK OF AMERICA	MARKETING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024		10.00	

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993	BANK OF AMERICA	MARKETING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	20.00		
994	BANK OF AMERICA	MARKETING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	632.06		
995	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	50.12		
996	BANK OF AMERICA	OFFICE SUPPLIES	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	96.22		
997	BANK OF AMERICA	SUBSISTENCE & LODGING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	17.44		
998	BANK OF AMERICA	SUBSISTENCE & LODGING	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	23.97		
999	GREGORY A DORAZIO	MARKETING	ED-WEB SRVCS-MONTHLY, HOSTING,	5392	5/1/2024	5/10/2024	154.00		
1000	GREGORY A DORAZIO	MARKETING	ED-WEB SRVCS-MONTHLY WEB	5407	5/28/2024	5/31/2024	154.00		
1001	GREGORY A DORAZIO	MARKETING	ED-PRESENTATION: MARKETING	5403	4/29/2024	5/31/2024	300.00		
1002	GREGORY A DORAZIO	MARKETING	ED-CONT. HRS:RACK CARDS & TOURISM	5404	4/29/2024	5/31/2024	300.00		
1003	JAMES RIVER SOLUTIONS	VEHICLE FUEL	COST OF FUEL FOR VARIOUS DEPTS	5/1/24	5/1/2024	5/10/2024	176.51		
1004	VERIZON WIRELESS	TELECOMMUNICATIONS	ACT#721970783-0001: WIRELESS STMT	9962066724	4/19/2024	5/3/2024	80.80		
1005	VERIZON WIRELESS	TELECOMMUNICATIONS	MULTIPLE DEPTS WIRELESS MONTHLY	9964572851	5/19/2024	5/31/2024	80.80		
1006						Total:	\$2,258.07		
1007									
1008	VA COOPERATIVE EXTENSION								
1009	AMAZON CAPITAL SERVICES	AGRICULTURAL SUPPLIES	VCE-SIDIZ T50 ERGONOMIC OFFICE	1NJ4-LKK3-J699	5/29/2024	5/31/2024	630.51		
1010	BANK OF AMERICA	CONVENTION AND	MULTIPLE DEPTS PURCHASE CARDS	STATEMENT	4/30/2024	5/24/2024	75.00		
1011	FAYE ANDERSON	AGRICULTURAL SUPPLIES	VCE-PLANT & SEEDS REIMBURSEMENT	042924	4/29/2024	5/3/2024	12.59		
1012	TREASURER OF VA TECH	CONVENTION AND	VCE- 2024 4-H CONGRESS	5/30/24	5/30/2024	5/31/2024	570.00		
1013						Total:	\$1,288.10		
1014									
1015									
1016	Fund # - 302 CAPITAL IMPROVEMENT								
1017	IT CAPITAL PROJECT								
1018	VISION GOVERNMENT SOLUTIONS,	CONTRACT SERVICES	IT-VAMANET 5/1/24-5/31/24	111957	5/1/2024	5/3/2024	300.00		
1019						Total:	\$300.00		
1020									
1021	PUBLIC SAFETY CAPITAL PROJ								
1022	EAST COAST EMERGENCY VEHICLES	VEHICLE	FCSO-VIN*4926-WHELEN R/B/C TRIO ION	37884	4/30/2024	5/3/2024	9,802.42		
1023						Total:	\$9,802.42		
1024									
1025	SCHOOL TRANSPORT CAP PROJ								
1026	BASIC RENT-A-CAR COMPANY, INC.	VEHICLE	FCPS-VIN*3312 2024 KIA CARNIVAL LX 8-	S59371	5/14/2024	5/24/2024	38,930.00		
1027						Total:	\$38,930.00		
1028									
1029	SCHOOL OPS & MAINT CAP PROJ								
1030	CAPITAL LIGHTING & SUPPLY, LLC	CONTRACT SERVICES	FCPS-FLUV MIDDLE SCHL-SWITCH	S054995206.001	4/26/2024	5/24/2024	5,146.83		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1031	CUMMINS INC.	CONTRACT SERVICES	FCPS-REPL THE HMI OR REMOVE THE	L3-71252	4/5/2024	5/24/2024	5,070.47		
1032	DAIKIN APPLIED	CONTRACT SERVICES	FCPS-FCHS CH#2 REPLACE OPEN &	3443212	4/29/2024	5/10/2024	11,880.00		
1033	PARRISH FORD	CONTRACT SERVICES	FCPS-VIN*9725 -AUTOMATIC	6071295	4/15/2024	5/24/2024	6,401.57		
1034	TRANE U.S., INC.	CONTRACT SERVICES	FCPS-CENTRAL ELEM SENSOR:TEMP	314397906,3144509	3/13/2024	5/24/2024	4,385.06		
1035						Total:	\$32,883.93		
1036									
1037				302 CAPITAL IMPROVEMENT		Fund Total:	\$81,916.35		
1038	Fund # - 401 DEBT SERVICE								
1039	DEBT SERVICE - COUNTY								
1040	HANEBERG HURLBERT PLC	ADMINISTRATIVE FEES	FEES FOR LEGAL SRVCS RENDERED &	04/30/24	4/30/2024	5/1/2024	1,500.00		
1041						Total:	\$1,500.00		
1042									
1043				401 DEBT SERVICE		Fund Total:	\$1,500.00		
1044	Fund # - 502 SEWER								
1045	PALMYRA SEWER OPER EXPENSES								
1046	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA SEWAGE PUMP STATION	007712348080MAY	4/25/2024	5/3/2024	57.98		
1047	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA AREA WWTP	007129524547MAY	4/22/2024	5/3/2024	1,727.06		
1048	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA SEWAGE PUMP STATION	007712348080JUN2	5/24/2024	5/31/2024	43.50		
1049	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	PALMYRA AREA WWTP	007129524547JUN2	5/21/2024	5/31/2024	1,482.44		
1050	MOORE'S PLUMBING & SEPTIC	OUTSIDE ANALYTICAL	FCPW-4/30/24 PUMPING PULLED 2 LOADS	7876	5/6/2024	5/17/2024	2,000.00		
1051						Total:	\$5,310.98		
1052									
1053				502 SEWER		Fund Total:	\$5,310.98		
1054	Fund # - 505 FORK UNION SANITARY DISTRICT								
1055	FORK UNION SANITARY DISTRICT								
1056	USDA RURAL DEVELOPMENT	RDA BOND PAYABLE	FUSD DEBT SERVICE	052524	5/25/2024	5/25/2024	4,414.71		
1057						Total:	\$4,414.71		
1058									
1059	FUSD OPERATIONAL EXPENSES								
1060	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FUSD-FORK UNION WATER SYS EMERG	22403366	4/11/2024	5/17/2024	1,107.50		
1061	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL- 2622 BREMO	007224360003MAY	4/23/2024	5/3/2024	6.59		
1062	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL-4308 JAMES MADISON	009004200003MAY	4/23/2024	5/3/2024	95.20		
1063	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL- RT 666	008434345008MAY	4/23/2024	5/3/2024	151.40		
1064	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL- RT 15	009594215007MAY	4/23/2024	5/3/2024	161.28		
1065	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE- 15704 W RIVER RD	008866300000MAY	4/25/2024	5/3/2024	314.39		
1066	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMUHUNDRO WELL-WTP-TANK-14349 W.	009346182505MAY	4/23/2024	5/3/2024	1,719.89		
1067	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL/WTP- 41 EMERALD ROAD	009501772108MAY	4/23/2024	5/3/2024	2,177.86		
1068	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	WEST BOTTOM WELL- 2622 BREMO	007224360003JUN2	5/22/2024	5/31/2024	6.59		

	A	B	C	D	F	G	H	I	J
1	County of Fluvanna Accounts Payable List		From Date: 5/1/2024 To Date: 5/31/2024						
2									
4	Vendor Name	Charge To	Description	Invoice Number	Invoice Date	Check Date	Check Amount		
1069	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OWENS WELL- 4308 JAMES MADISON	00900420003JUN24	5/22/2024	5/31/2024	79.26		
1070	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MELTON WELL-RT 15	009594215007JUN2	5/22/2024	5/31/2024	138.27		
1071	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	BREMO WELL- RT 666	008434345008JUN2	5/22/2024	5/31/2024	143.03		
1072	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	FUSD OFFICE- 15704 W. RIVER RD	008866300000JUN2	5/24/2024	5/31/2024	146.31		
1073	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	MORRIS WELL/ WTP- 41 EMERALD ROAD	009501772108JUN2	5/22/2024	5/31/2024	1,236.00		
1074	DOMINION VIRGINIA POWER	ELECTRICAL SERVICES	OMUHUNDRO WELL- WTP TANK-14349 W.	009346182505JUN2	5/22/2024	5/31/2024	1,539.73		
1075	E.W. OWEN	LEASE/RENT	FUSD-MONTHLY WELL RENT	02012024	2/1/2024	5/24/2024	150.00		
1076	E.W. OWEN	LEASE/RENT	FUSD-MONTHLY WELL RENT	03012024	3/1/2024	5/24/2024	150.00		
1077	E.W. OWEN	LEASE/RENT	FUSD-MONTHLY WELL RENT	04012024	4/1/2024	5/24/2024	150.00		
1078	E.W. OWEN	LEASE/RENT	FUSD-MONTHLY WELL RENT	05012024	5/1/2024	5/24/2024	150.00		
1079	MOJOHNS, INC.	CONTRACT SERVICES	FUSD-FLUV CO WASTEWATER	33296	5/1/2024	5/17/2024	85.00		
1080	MOJOHNS, INC.	CONTRACT SERVICES	FUSD-FLUV CO WASTE WATER	35426	3/4/2024	5/17/2024	85.00		
1081	REPUBLIC SERVICES #410	CONTRACT SERVICES	FUSD-ACT#3-0410-0006910-1 WASTE	0410-000790330	4/30/2024	5/24/2024	262.19		
1082	STEPHEN TODD DENBY	MACHINERY AND	FUSD-(2) BA 133090 BRECKER	115786	5/8/2024	5/24/2024	827.66		
1083	USDA RURAL DEVELOPMENT	REDEMPTION OF INTEREST	FUSD DEBT SERVICE	052524	5/25/2024	5/25/2024	545.29		
1084	VA INFORMATION TECHNOLOGIES	TELECOMMUNICATIONS	MONTHLY STMT FOR	T463793	5/1/2024	5/10/2024	199.89		
1085						Total:	\$11,628.33		
1086									
1087									
1088	Fund # - 510 ZION XR WATER & SEWER								
1089	ZION XR W&S EXPENSES								
1090	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS-JAMES MADISON HWY (ZXCR)	275904-015MAY24	4/29/2024	5/10/2024	405.25		
1091	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WATER TANK-JAMES MADISON HWY	275904-013MAY24	4/29/2024	5/10/2024	529.89		
1092	CENTRAL VA ELECTRIC COOP	ELECTRICAL SERVICES	WWPS-RICHMOND (PRISON BOOSTER	275904-017MAY24	4/29/2024	5/10/2024	646.65		
1093	DELORIA & HOFMANN LLP	COUNTY ATTY LEGAL- REAL	FLUV CO OTHER,MATTER: 19-8552,22-	165321	5/2/2024	5/17/2024	30.00		
1094	DEWBERRY ENGINEERS INC.	CONTRACT SERVICES	FUSD-TASK 15 ON-CALL WATER &	22403360	4/11/2024	5/17/2024	1,125.00		
1095	DEWBERRY ENGINEERS INC.	PROFESSIONAL SERVICES	FUSD-ZION XRDS W/S PUNCH LIST BID	22401485	3/27/2024	5/24/2024	1,300.00		
1096	SYDNOR HYDRO, INC.	CONTRACT SERVICES	FUSD-CHLORINE, CAUSTIC SODA, AQUA	5875	4/27/2024	5/17/2024	135.00		
1097	VIRGINIA DEPT OF CORRECTIONS	PURCHASE OF SEWER -	FUSD-WATER & WASTEWATER 4/1/24-	50WR2474311	5/7/2024	5/17/2024	43.53		
1098	VIRGINIA DEPT OF CORRECTIONS	PURCHASE OF SEWER -	FUSD-WATER & WASTEWATER 1/1/24-	50WR2474308	2/6/2024	5/17/2024	106.90		
1099	VIRGINIA DEPT OF CORRECTIONS	PURCHASE OF SEWER -	FUSD-WATER & WASTEWATER FOR	50WR2474310	4/4/2024	5/31/2024	75.45		
1100	VIRGINIA DEPT OF CORRECTIONS	PURCHASE OF WATER -	FUSD-WATER & WASTEWATER 4/1/24-	50WR2474311	5/7/2024	5/17/2024	1,000.50		
1101	VIRGINIA DEPT OF CORRECTIONS	PURCHASE OF WATER -	FUSD-WATER & WASTEWATER 1/1/24-	50WR2474308	2/6/2024	5/17/2024	1,416.45		
1102	VIRGINIA DEPT OF CORRECTIONS	PURCHASE OF WATER -	FUSD-WATER & WASTEWATER FOR	50WR2474310	4/4/2024	5/31/2024	872.85		
1103						Total:	\$7,687.47		
1104									
1105									
1106									
					510 ZION XR WATER & SEWER	Fund Total:	\$7,687.47		
					Total Expenditures by Fund:		\$792,762.85		

FLUVANNA COUNTY BOARD OF SUPERVISORS

AGENDA ITEM STAFF REPORT

TAB J

MEETING DATE:	June 20, 2024				
AGENDA TITLE:	Approval of Advisory Services Contract with Raymond, James & Associates.				
MOTION(s):	I move the Board of Supervisors approve the Advisory Services Contract with Raymond, James & Associates.				
BOS 2 YEAR GOALS?	Yes	No	If yes, which goal(s):		
		X			
AGENDA CATEGORY:	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
STAFF CONTACT(S):	Dan Whitten, County Attorney				
PRESENTER(S):	Dan Whitten, County Attorney				
RECOMMENDATION:	Approve				
TIMING:	Routine				
DISCUSSION:	<ul style="list-style-type: none"> On January 3, 2024 the County issued an RFP for Financial Advisory Services. Of the vendors who responded and after interviews, Raymond, James & Associates was selected. The contract will be for a 3-year term with the option of two additional one-year terms. The Advisor will provide to the County general financial advice, counsel and associated Services related to the development of the County's financing plans and guidelines and to the issuance of bonds or notes as may hereafter be authorized by the County. 				
FISCAL IMPACT:	N/A				
POLICY IMPACT:	N/A				
LEGISLATIVE HISTORY:	N/A				
ENCLOSURES:	<ul style="list-style-type: none"> Advisory Services contract with Raymond, James & Associates 				
REVIEWS COMPLETED:	Legal	Finance	Purchasing	HR	Other
	X	X			

**COUNTY OF FLUVANNA, VIRGINIA
AND RAYMOND, JAMES & ASSOCIATES, INC.
ADVISORY SERVICES CONTRACT**

This **ADVISORY SERVICES CONTRACT** (collectively with all exhibits hereto, the “Contract”) dated this _____ day of _____, 2024 is between the **COUNTY OF FLUVANNA** (the “County”), a political subdivision of the Commonwealth of Virginia, and **RAYMOND, JAMES & ASSOCIATES, INC.** (“Advisor”), a Florida corporation authorized to transact business in Virginia, and is binding among and between these parties as of the date of the County’s signature.

WHEREAS, the County wishes to hire the Advisor to serve as its municipal advisor and financial advisor in accordance with the provisions of this Contract and the Advisor, through its Public Finance/Debt Investment Banking Department, is engaged in the business of providing, and is authorized under applicable Federal and State law and applicable regulatory rules to provide advisory Services to the County as provided herein;

WHEREAS, the County desires to engage Advisor’s professional assistance related to general financial advice, counsel and associated Services related to the development of the County’s financing plans and guidelines and to the issuance of bonds or notes as may hereafter be authorized by the County; and

WHEREAS, the Advisor represents that it is duly authorized and qualified to provide the aforesaid Services.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE, EXHIBITS, PROGRAM MANAGER

The Advisor shall provide on-call advisory Services from time to time as needed by the County so as to meet or exceed the requirements of: (i) the Request for Proposals, Advisory Services issued January 3, 2024, RFP Number 2024-04, (the “RFP”), which RFP is attached hereto as **Exhibit 1** and incorporated herein by reference and made a material part of this Contract; and (ii) the Advisor’s Proposal in response to the RFP dated February 13, 2024 (the “Initial Proposal”), which Initial Proposal is attached hereto as **Exhibit 2** and incorporated herein by reference and made a material part of this Contract.

The County Finance Director shall serve as program administrator for this project and will be the local government point of contact for this program.

ARTICLE II. SCOPE OF SERVICES

As required by the County, the Advisor will provide to the County general financial advice, counsel and associated Services related to the development of the County’s financing plans and guidelines and to the issuance of bonds or notes as may hereafter be authorized by the County.

The level of effort/participation will vary from task to task. In all events, the Advisor's Services shall be performed as expeditiously as possible and consistent with generally accepted standards for the provision of professional Advisory Services to local governments in Virginia. It is anticipated that the range of Services will include, but not necessarily be limited to, those Services defined below.

The on-call Advisory Services, work, materials and other provisions and requirements of the RFP, including, but not limited to, Section 3 "Scope of Services" of the RFP, and Proposal are hereinafter collectively referred to as the "Services." Sections 1 and 3 of the RFP, the Proposal, and the County's General Terms, Conditions and Instructions to Bidders and Contractors, being Appendix 1 of the RFP (the "General Terms") set out in detail the Services including the requirements and obligations of Advisor related to performing the Services. The Services must be furnished by Advisor so as to meet or exceed all applicable industry standards.

The extent and character of the work to be done by the Advisor shall be subject to the general control and approval of the County Administrator or his authorized representative. The Advisor shall not comply with requests and/or orders issued by others than the County Administrator or representative acting with his authority for the County.

ARTICLE III. COMPENSATION

A. Advisory Services – Hourly

For Services rendered on behalf of the County as outlined in ARTICLE II, other than Services provided in connection with a specific financing transaction considered to be transaction-related Services which shall be compensated as set forth in ARTICLE III.B below, the Advisor will be compensated on an hourly basis for successfully executed deliverables. Prior to the Advisor commencing work on deliverables, the County will outline the scope of work to be performed (the "Task") and then will be provided an estimated range of cost by the Advisor. The Advisor will bill the County upon completion of each Task according to the hourly rate structure set forth in the Proposal. The County will not be required to pay an annual retainer or any upfront fees. Upon request by the County from time to time, the Advisor will provide the County with a statement of fees incurred to date in connection with any Task. Estimates for each Task shall be submitted to the County in writing. The Advisor shall notify the County in writing when the fees for any on-going Task exceed the estimated fee.

For performance of any Services hereunder hourly rates shall be billed based upon the revised rates as set forth in the Proposal, and such hourly rates are:

Managing Director:	\$425
Senior Vice President:	\$325
Vice President:	\$275
Associate:	\$225
Associate / Analyst:	\$175

Advisor agrees to bill in increments of 1/10 of an hour. The minimum charge shall be 1/10 of an hour.

By separate written Contract the Advisor and County may agree that the fee for any Task where Services are to be billed by the hour is subject to a not-to-exceed amount. If the actual total hourly billing as well as all costs and expenses of any kind payable by the County are less than the not-to-exceed amount, then the County shall owe only the lower amount.

The County agrees to promptly pay the Advisor the fees described above, within forty-five (45) days of receiving a proper invoice from the Advisor. Any payments shall be made in accordance with Section 47 "Payment" of the General Terms, and in no event shall the Advisor be paid prior to the Completion Date of the Services and financing described herein. The date that all Services and work related to or necessary for completion of the Task and if applicable, and closing of the financing related to the Task, to the sole satisfaction of the County is the "Completion Date."

B. Transaction-Related Services (i.e. Bonds and Notes)

With respect to Services provided in connection with a specific financing transaction, the County and the Advisor agree that the Advisor shall be compensated based upon a completion fee to be determined by the County and the Advisor in a writing signed by both parties at the commencement of the financing transaction. The Advisor will only be compensated for any issuance of bonds and/or notes upon successful completion and closing of such financing.

So that both parties will clearly understand when the transaction fee compensation basis begins, the Advisor and the County shall exchange written correspondence in which each acknowledges that (i) the bond issue transaction phase has begun, (ii) the amount of the transaction fee, and (iii) that the bonds are expected to be issued within an agreed upon span of time. The parties acknowledge that if any bonds are issued within that agreed upon span of time, the Advisor shall be entitled to the transaction fee as described the Chart on page 22 of the Proposal.

For Services related to the investment of Bond Proceeds, including Escrow Funds (Non-SLGS), Projects Funds, and Reserve Funds, fees shall be negotiated separately from the fee schedules above in a writing signed by both parties hereto prior to the start of any such Services.

Payments are due net forty-five (45) days after issuance of the bonds or on the Completion Date of any other transaction or Task.

C. Reimbursement for Out-of-Pocket Expenses

Upon completion of each Task, the Advisor shall be entitled to receive reimbursement of reasonable and necessary out-of-pocket expenses incurred in the performance of such Task, including costs of overnight delivery, copying by third parties, travel and meals incurred in connection with the Services pertaining to this Contract, provided however that the County shall have no obligation to reimburse any cost for lodging, meals or travel incurred without the prior written approval of the County. The Advisor agrees to furnish to the County an invoice containing

a detailed list of activities and associated costs for each expense item. Payments are due net forty-five (45) days after submission of the invoice to the County. Upon request by the County from time to time, the Advisor will provide the County with a statement of expense items incurred to date in connection with any Task. All proper actual costs and expenses incurred by the Advisor related to the performance of this Contract will be paid by the County without mark-up of any kind, except that no secretarial or administrative costs of any kind shall be charged to the County.

ARTICLE IV. DIRECT PERSONNEL EXPENSE

The Advisor represents that it has, or will secure at its own expense, all personnel required in performing the Services under this Contract. Such personnel shall not be employees of, or have any contractual relationship with, the County. Further, all Services required hereunder shall be performed by the Advisor or under its supervision, and all personnel engaged in the work shall be fully qualified to perform such Services. Principal personnel assigned to render service to the County shall be Sean Ekiert, Managing Director. Any substitution shall require prior approval of the County; should the County in its sole discretion not approve of any substitution it shall have the right to terminate this Contract upon written notice to the Advisor.

ARTICLE V. GENERAL CONDITIONS

A. Term of Contract

This Contract shall be for a period of three years from the ____ day of June, 2024 to the ____ day of June, 2027 with an option for up to two (2) additional one (1) year renewals for a total contract length not to exceed (5) years ending the ____ day of June, 2029. Renewals shall be automatic unless cancelled in writing thirty (30) days prior to the effective date of any renewal. There shall be no change in rates at any renewal unless such change has been agreed to by the County in writing at least thirty (30) days prior to the effective date of such renewal. In any event no such change in rates shall exceed the percentage increase or decrease for the previous twelve (12) months in the Consumer Price Index as described in more detail in Section 6.j of the RFP.

B. Termination of Contract

In the event of termination of this Contract under the General Terms, the Advisor will invoice the County for the advisory fee incurred to date in accordance with ARTICLE III.A of this Agreement, plus its reimbursable expenses as set forth in ARTICLE III.C of this Agreement, and any hourly transaction incurred to date in accordance with ARTICLE III.B of this Agreement. Unless the Advisor and the County agree otherwise in writing, in the event that there is then pending any specific financing transaction for which a non-hourly transaction fee has been acknowledged under Article III.B, this Contract shall not terminate with respect to such specific financing transaction until the bonds have been issued, or the span of time within which the bonds are to be issued has expired without issuance of any bonds, and the Advisor has provided all Services in connection with such specific financing transaction. A termination under this section shall not waive any right or claim to damages which the County may have with respect to work performed prior to the date of termination.

C. Compliance with Local, State and Federal Rules, Regulations and Laws

The Advisor shall comply with all applicable local, state and federal rules, regulations, ordinances, laws, orders and codes as they pertain to this Agreement.

D. Interest of Members of the County

No members of the governing body of the County and no other official, employee or agent of the County who exercises any functions or responsibilities in connection with the carrying out of the Services to which this Contract pertains, shall have any personal interest, direct or indirect, in this Contract.

E. Findings Confidential

Unless otherwise required by law, all of the reports, studies, information, data, analysis, calculations, etc., given to the Advisor by the County and/or prepared or assembled by the Advisor under this Contract are confidential; and the Advisor agrees that same (other than information which is readily available from sources available to the general public) shall not be made available to any individual or organization without the prior written approval of the County in the County's sole discretion, unless disclosure of such information is required by law, rule or regulation or the valid order of a court or administrative agency of competent authority. The Advisor shall not publish or copyright the results of any Services performed pursuant to this Contract, or any particulars thereof, including forms or other materials developed for the County in connection with the performance by the Advisor of its Services hereunder, without prior written approval of the County.

F. Prohibition Against Contingent Fees

The Advisor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Advisor, to solicit or secure this Contract, and that it has not paid nor agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Advisor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract.

G. No Agency Relationship

The Advisor is not the agent, sub-agent or representative of the County; and this Contract shall not make the County liable to any person, firm, corporation or other party who contracts with or provides goods or Services to the Advisor in connection with the Services it has agreed to perform hereunder or otherwise for debts or claims accruing to such parties against the Advisor; and there is no contractual relationship, either express or implied, between the County and any other person, firm, corporation or other party supplying any work, labor, Services, goods or materials to the Advisor as a result of its Services to the County hereunder or otherwise.

H. Non-assignability

The Advisor may not assign, delegate, sublet or otherwise dispose (collectively hereinafter

an “assignment”) of this Contract, or the Services to be performed hereunder, or the rights accruing thereto without the prior written consent of the County Administrator or his designee, as authorized by the Board of Supervisors of the County, in its sole discretion. Any assignment without such prior written consent shall be null and void, ab initio, provided however that the bankruptcy, takeover or merger, outright purchase of a majority of the voting capital stock by another organization, or other change in ownership or status of the Advisor, or any assignment for the benefit of creditors shall fully obligate the newly formed organization, corporation or legal entity to fulfill all terms and conditions of this Contract.

I. Modification of Scope of Services

Modification in the scope of Services to be performed hereunder and compensation for same must have prior written approval from the County.

J. Assurance of County

The County agrees to cooperate fully, in good faith, with the Advisor in its fulfillment of the duties specified in this Contract. Without limiting the foregoing, the County shall make available to the Advisor any information the County possesses relevant to Services to be undertaken by the Advisor which may be lawfully provided to the Advisor, and to designate appropriate members of the County's staff for assistance to and/or consultation with the Advisor. The County reserves its rights of ownership to all material given to the Advisor by the County.

K. Headings

All headings and descriptive headings of paragraphs in this Contract are inserted for convenience only and shall not affect the construction or interpretation hereof.

L. General Terms

The County's General Terms, Conditions and Instructions to Bidders and Contractors, being Appendix 1 of the RFP (the “General Terms”) are incorporated herein by reference as material provisions of this Contract. The Advisor is referred to as “Contractor” in the attached Exhibit 1. Should there be a direct conflict between the provisions of this Contract and any exhibit hereto, the following shall control, in the order listed: (i) provisions in the body of this Contract; (ii) the RFP; (iii) the General Terms; and (iv) the Proposal.

M. Notices

The following persons shall be contact persons for the parties, and notice given them, by certified return receipt requested mail to the addresses shown, shall constitute valid notice under the requirements of this Contract:

COUNTY:
Eric Dahl
County Administrator
P.O. Box 540

Palmyra, VA 22963

and

Victoria Melton
Fluvanna County Finance Director
P.O. Box 540
Palmyra, VA 22963

ADVISOR:

Raymond, James & Associates, Inc.
ATTN: Sean Ekiert, Managing Director
5820 Patterson Ave., Suite 100
Richmond, VA 23226

The parties may amend such addresses by written notice to the opposite party at the given address.

N. Default

In case of default by the Advisor, in addition to any other legal or equitable remedies available to it, the County may terminate this Contract by written notice to the Advisor and/or may procure the applicable Services from other sources and hold the Advisor responsible for reasonable costs of completion incurred as a result of the Advisor's failure to perform.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, THE following duly authorized PARTIES HERETO HAVE DULY CAUSED THIS CONTRACT to be signed and sealed by their respective authorized officers as of the dates set forth below.

County:
Fluvanna County

Advisor:
RAYMOND, JAMES & ASSOCIATES,
INC.

By: _____
Mr. Eric Dahl, County Administrator

By: _____
Sean Ekiert, Managing Director

Date: _____

Date: _____

Approved as to form:

Fluvanna County Attorney

**FLUVANNA COUNTY BOARD OF SUPERVISORS
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input checked="" type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	ARPA Fund Balance Memo
<input type="checkbox"/>	The Board of Supervisors Two Year Plan



COUNTY OF FLUVANNA

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BOS2024-06-20 p.173/186

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MEMORANDUM

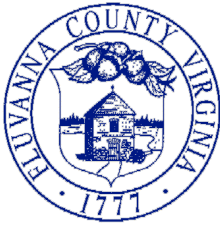
Date: June 20, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY24 BOS Contingency Balance

The FY24 BOS Contingency line balance is as follows:

Beginning Original Budget:	\$146,615
Less: Consulting Services Agreement with B.W. Murray, Inc. – Registrar – BOS Approval 07.05.23	-\$20,000
Less: Agreement with VDOT regarding "Watch for Children" signs – Public Works - BOS Approval 09.20.23	-850
Less: Annual Card Terminal Fees – Information Technology – BOS Approval 10.04.23	-2,736
Less: Additional Funding for Car 1 & Car 30 – BOS Approval 02.21.24	-29,982
Available:	\$93,047

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
BUILDING PERMITS ISSUED														
NEW - Single Family Detached (incl. Trades permits & SWMH)	2020	12	13	23	14	8	19	19	17	16	20	22	11	194
	2021	15	9	19	20	16	22	15	11	8	22	13	8	178
	2022	17	11	20	11	18	32	10	9	11	12	9	4	164
	2023	5	6	6	12	12	6	10	5	7	8	9	7	93
	2024	9	7	13	7	8	0	0	0	0	0	0	0	44
NEW - Single Family Attached (Town Homes)	2020	0	0	0	0	1	6	0	0	6	0	0	0	13
	2021	0	0	0	0	0	0	0	0	6	0	0	0	6
	2022	0	0	0	0	0	0	0	0	0	0	0	0	0
	2023	0	8	0	0	0	0	0	0	0	0	0	7	15
	2024	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi Family (Apartment, Duplex)	2020	0	0	0	0	0	0	0	0	1	0	0	0	1
	2021	0	0	0	0	0	0	0	0	1	0	0	0	0
	2022	0	0	0	0	0	0	0	5	0	0	0	0	5
	2023	1	0	0	0	0	0	0	0	0	0	0	0	1
	2024	0	0	0	0	0	0	0	0	0	0	0	0	0
Additions and Alterations	2020	37	38	23	30	30	22	27	20	30	34	35	23	349
	2021	28	14	43	39	31	40	30	29	26	30	35	33	378
	2022	33	48	60	45	47	50	51	63	45	63	51	44	600
	2023	52	34	51	34	36	28	36	35	45	39	43	37	470
	2024	39	33	45	31	43	0	0	0	0	0	0	0	191
* Trade permits count not in .														
Accessory Buildings	2020	2	4	4	4	5	5	1	7	8	3	5	1	49
	2021	1	3	3	6	3	6	1	3	2	4	4	2	38
	2022	3	4	13	6	5	2	5	4	5	3	0	2	52
	2023	7	2	7	5	6	2	5	8	4	7	5	6	64
	2024	1	6	5	3	9	0	0	0	0	0	0	0	24
Swimming Pools	2020	0	1	3	3	1	2	3	1	1	0	0	0	15
	2021	0	0	7	1	5	2	3	4	1	0	1	2	26
	2022	0	2	4	4	1	0	3	3	0	0	0	0	17
	2023	1	0	6	1	2	4	0	0	0	2	0	0	16
	2024	0	0	1	3	3	0	0	0	0	0	0	0	7
Commercial/ Industrial Build/Cell Towers	2020	0	0	1	0	1	0	0	3	0	0	2	0	7
	2021	1	0	1	0	0	0	1	0	0	0	2	0	5
	2022	0	0	0	0	0	2	3	2	0	2	1	0	10
	2023	1	1	0	1	0	0	0	0	0	0	0	0	3
	2024	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL BUILDING PERMITS	2020	51	56	54	51	46	54	50	48	63	57	54	40	624
	2021	51	26	73	66	55	70	50	47	37	56	55	45	631
	2022	54	65	97	66	71	86	72	77	61	80	61	50	840
	2023	67	51	64	52	51	40	52	48	56	56	57	57	651
	2024	49	46	64	44	63	0	0	0	0	0	0	0	266
* Trade permits count not included as in previous years														
BUILDING VALUES FOR PERMITS ISSUED														
TOTAL BUILDING VALUES	2020	\$2,292,161	\$3,206,055	\$7,238,708	\$2,997,448	\$2,245,411	\$4,389,903	\$3,644,002	\$5,555,492	\$5,271,906	\$4,201,357	\$3,513,834	\$2,954,193	\$ 47,506,500
	2021	\$5,397,000	\$1,687,484	\$2,506,869	\$4,952,702	\$3,473,256	\$5,766,891	\$2,885,146	\$2,506,053	\$2,046,134	\$3,637,390	\$4,633,868	\$2,712,396	\$ 41,734,789
	2022	\$5,073,054	\$3,017,155	\$5,012,175	\$2,937,240	\$5,694,955	\$9,371,750	\$11,374,772	\$17,974,068	\$2,743,309	\$4,363,026	\$6,842,941	\$1,046,000	\$ 75,410,524
	2023	\$3,929,572	\$4,916,308	\$3,029,674	\$3,087,131	\$6,370,476	\$3,088,398	\$4,234,315	\$3,224,163	\$2,474,897	\$2,332,220	\$3,542,065	\$4,921,239	\$ 45,140,458
	2024	\$4,126,791	\$1,874,058	\$5,852,079	\$2,471,063	\$3,280,586	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 17,604,577

Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
LAND DISTURBING PERMITS ISSUED														
LAND DISTURBING PERMITS	2020	11	10	26	13	8	24	13	19	20	19	13	16	192
	2021	22	10	18	20	18	22	16	11	4	23	13	8	185
	2022	16	13	19	11	18	34	11	10	8	13	8	3	164
	2023	5	14	9	15	10	7	10	5	10	8	8	14	115
	2024	8	6	15	8	9	0	0	0	0	0	0	0	46
INSPECTIONS COMPLETED														
TOTAL INSPECTIONS	2020	213	197	302	369	371	304	434	368	439	464	407	412	4,280
	2021	430	349	465	431	402	426	333	355	419	453	422	356	4,841
	2022	304	414	551	449	439	486	594	589	523	400	300	351	5,400
	2023	350	298	321	308	288	285	261	294	287	375	297	300	3,664
	2024	272	200	226	226	256	0	0	0	0	0	0	0	1,180
FEES COLLECTED														
Building Permits	2020	\$12,863	\$15,468	\$18,152	\$16,803	\$13,147	\$28,068	\$23,193	\$28,887	\$24,237	\$19,359	\$15,359	\$15,871	\$ 231,407
	2021	\$18,733	\$15,400	\$15,654	\$21,333	\$16,184	\$23,031	\$27,000	\$11,923	\$9,144	\$20,620	\$15,563	\$9,211	\$ 203,796
	2022	\$21,100	\$19,347	\$23,488	\$15,404	\$19,739	\$23,621	\$18,713	\$54,782	\$11,348	\$34,994	\$17,567	\$6,021	\$ 266,124
	2023	\$11,925	\$20,870	\$11,256	\$15,385	\$21,848	\$9,751	\$9,429	\$8,207	\$10,590	\$11,603	\$11,462	\$14,778	\$ 157,104
	2024	\$21,425	\$8,680	\$19,958	\$9,063	\$8,812	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 67,938
Land Disturbing Permits	2020	\$1,375	\$1,250	\$6,365	\$1,625	\$1,000	\$3,000	\$2,125	\$8,369	\$2,500	\$2,375	\$4,294	\$1,875	\$ 36,153
	2021	\$5,678	\$1,250	\$14,463	\$2,500	\$2,250	\$2,750	\$13,581	\$2,824	\$500	\$4,848	\$1,625	\$1,000	\$ 53,268
	2022	\$2,000	\$2,050	\$9,963	\$1,375	\$2,250	\$10,014	\$1,375	\$2,175	\$27,725	\$3,649	\$2,175	\$375	\$ 65,126
	2023	\$625	\$1,875	\$1,125	\$2,300	\$1,625	\$5,000	\$2,408	\$625	\$4,975	\$1,000	\$1,000	\$1,750	\$ 24,308
	2024	\$1,000	\$750	\$9,584	\$1,000	\$3,713	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 16,047
Zoning Fees collected by Building Dept starting February 2024	2020	\$1,650	\$1,600	\$3,000	\$1,700	\$15,550	\$3,050	\$2,350	\$2,300	\$2,900	\$2,850	\$1,600	\$1,700	\$ 26,250
	2021	\$2,150	\$1,150	\$3,650	\$2,950	\$2,650	\$3,400	\$2,450	\$1,850	\$1,300	\$2,900	\$1,900	\$1,150	\$ 27,500
	2022	\$1,900	\$1,400	\$3,900	\$1,650	\$2,300	\$3,900	\$1,800	\$1,500	\$1,500	\$2,000	\$1,450	\$750	\$ 24,050
	2022	\$1,350	\$1,950	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 3,300
	2024	\$0	\$800	\$2,250	\$1,150	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 6,000
TOTAL FEES	2020	\$15,888	\$18,318	\$27,517	\$20,128	\$15,697	\$34,118	\$27,668	\$39,556	\$29,637	\$24,584	\$24,584	\$19,446	\$ 293,810
	2021	\$25,000	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,457	\$40,573	\$40,643	\$24,584	\$7,146	\$ 290,061
	2022	\$25,001	\$22,797	\$37,351	\$18,429	\$24,289	\$37,535	\$21,888	\$58,457	\$40,573	\$40,643	\$24,584	\$7,146	\$ 335,300
	2023	\$13,900	\$24,395	\$12,381	\$17,685	\$23,473	\$14,751	\$11,837	\$8,834	\$15,565	\$12,603	\$12,462	\$16,528	\$ 184,714
	2024	\$22,425	\$10,230	\$31,792	\$11,213	\$14,325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 89,985



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MEMORANDUM

Date: June 20, 2024
From: Theresa McAllister – Management Analyst
To: Board of Supervisors
Subject: FY24 Capital Reserve Balances

The FY24 Capital Reserve account balances are as follows:

County Capital Reserve:

FY23 Carryover	\$540,981.86
FY24 Budget Allocation:	\$250,000
Add: Closed CRM Projects 07.24.23	6,477.05
Add: Closed CRM Projects 08.21.23	3,769.97
Less: Lower Court Clerk's Office Mold Remediation. 11.01.23	-37,079
Less: Replace Turbo Assembly and minor repairs to Ambulance 49. 12.06.23	-6,198.36
Less: Commonwealth Attorney's Office Restoration. 12.20.23	-78,504
Less: Fluvanna County Attorney's Office Restoration. 12.20.23	-180,720
Less: Registrar Office Server. 02.21.24	-5,437.19
Less: Kent Store Firehouse Water Mitigation and Restoration. 03.06.24	-22,294.10
Less: Carysbrook Scoreboard Electricity. 03.06.24	-4,700.00
Less: Pleasant Grove Stage. 03.06.24	-2,450.00
Less: Upgrade Existing Camera System in Treasurer/COR Building. 04.17.24	-16,445.00
Less: Engine and Transmission Replacement in Ambulance 49. 06.05.24	-40,081.86
Add: Closed CRM Projects 06.07.24	1,457.44
Add: Closed CRM Projects 06.12.24	44,826.29
FY24 Available:	\$453,603.10

Schools Capital Reserve:

FY23 Carryover	\$296,395.57
FY24 Budget Allocation:	\$200,000
Add: Closed CRM Projects 07.24.23	365.93
Add: Closed CRM Projects 08.21.23	3,071
Add: Closed CRM Project 08.21.23	1,095.92
Less: Quality CCTV Systems Abrams Academy. 09.06.23	-11,800
Less: Bluebird Buses. 09.06.23	-9,994.74
Less: Central Elementary Capital and Budget Electric. 09.20.23	-5,785
Less: HAVTECH at FCHS. 09.20.23	-12,861.39
Less: Replace Transceiver and Supply Boards. 01.17.24	-10,570.82
Less: VPS Recreation. 01.17.24	-46,675.00
Less: Replace Pump and Motor at Pleasant Grove. 01.17.24	-7,864.81
Less: Carysbrook Elementary Playground. 02.21.24	-9,620
Less: Central Elementary new doors. 02.21.24	-21,065
Less FCHS Chiller. 02.21.24	-11,880.00
Add: Closed CRM Project 04.17.24	1,168.54
Less: Replace & Install (2) new doors at CE. 05.01.24	-14,044.00
Less: Labor to Replace (3) Chiller Motors at CE. 05.15.24	-4,385.06
Less: FCHS Generator Repairs. 05.15.24	-5,070.47
Less: FMS Chiller. 05.15.24	-5,146.83
Less: Transmission Replacement 2016 Ford Fusion. 05.15.24	-6,688.10



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Less: Replacing Hot Water Heater at FMS. 06.05.24	-9,094.12
Less: Repairing Damage to FMS GYM Floor. 06.05.24	-39,497.00
Less: Installation of CAT 6 Cable and Vape Detectors at FMS/FCHS. 06.05.24	-52,879
FY24 Available:	\$217,175.62



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MEMORANDUM

Date: June 20, 2024
From: Theresa McAllister– Management Analyst
To: Board of Supervisors
Subject: Unassigned Fund Balance

FY23 Year End Audited Total Unassigned Fund Balance:	\$26,584,082
Unassigned Fund Balance – 12% Target Per Policy:	\$11,198,981
Unassigned Fund Balance – Excess Above Policy Target:	\$15,385,101
Less: Jaunt Increase – 07.01.23	-10,950
Less: Palmyra Village Streetscape Project – 08.02.23	-118,169
Less: School Carryover Request – 12.06.23	-488,891.92
Less: FY23 Carryover Request – 12.06.23	-236,378.83
Less: EMS for an Ambulance Purchase - 01.17.24	-184,093
Less: Live Fire Training Structure – 02.07.24	-550,000
Less: CVEC Broadband Local Taxes Grant – 04.03.24	-500,000
Current Unassigned Fund Balance – Excess Above Policy Target:	\$13,296,618.25

The Board of Supervisors Two Year Plan – *Adopted September 21, 2022*

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
A		SERVICE DELIVERY			
A1		Work with FRA to identify support options for Fire and Rescue volunteers.		X	
A2		Perform comprehensive review of existing partnerships with local area support and non-profit groups providing services to Fluvanna residents; review service gaps and identify needed partnerships.	X	X	Begin in Year 1; complete in Year 2
A3		Initiate comprehensive review of traffic throughout the county with a particular focus on high-traffic areas around the Lake Monticello community.		X	
A4		Community transportation options and alternatives.		X	Shared school buses/drivers providing transportation for county residents; TJPDC Rural Transportation work group; JAUNT
A5		Implement annual county volunteer recognition ceremony.		X	
A6		Design implementation plan for professional Fire Chief position.		X	
B		COMMUNICATION			
B1		Develop communication plan to inform residents of County projects, accomplishments, and where tax dollars are spent.		X	
C		PROJECT MANAGEMENT			
C1		Continue Columbia area renewal efforts.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
C2		Complete a Master Water and Sewer (Plan Phase I) to identify sources for the county's long-term water needs; particularly for each of its community planning areas.	X		
C3		Continue Palmyra Village Streetscape	X	X	Phase I: project begins in 2025, street flow, sidewalks, and street parking on Stone Jail Street side of Civil War Park. Phase II: Crosswalks, sidewalks and parking on Main Street.
		C3.1 Review and pursue opportunities and options for a Palmyra Village Streetscape project to improve safety, parking, walkability, and overall appearance.	X		2022 Smart Scale Grant Awarded.
		C3.2 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C4		Successfully oversee and manage Fluvanna County aspects of the James River Water Project.	X	X	
C5		Successfully oversee and manage the design and construction of the Zion Crossroads water and sewer system.	X	X	
C6		Pursue Fork Union revitalization.		X	
		C6.1 Research options for civic displays (flags, banners, Notable Residents, etc.)		X	
C7		Oversee New Administration Building project.	X	X	Multi-year project.
		C7.1 Create and Issue Request for Proposal for Design	X		
		C7.2 Select Design Firm for design of New Admin Building		X	
D		COMMUNITY DEVELOPMENT & ENRICHMENT			
D1		Draft and a formal County-wide economic development and tourism strategy inclusive of an implementation schedule.	X	X	

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
		D1.1 Adopt Economic Development Strategic Plan.	X		
		D1.2 Implement five-year Economic Development Strategic Plan.		X	
D2		Seek opportunities to coordinate development activity at Fluvanna's northern border with Louisa County.	X	X	
D3		Hold an Economic Development Discussion Forum for local businesses with planning, zoning, building inspections, infrastructure components.	X		
D4		Investigate options for utilizing Dominion proffer - \$500,000 for recreation, green space.	X	X	
D5		Investigate opportunities to support expanded recreation opportunities, arts, and tourism.	X	X	Coordination with State agencies regarding the installation of additional boat ramps along the Rivanna and James Rivers. Fluvanna After Five @ Pleasant Grove.
D6		Research creating a "teaching farm" at PG Park.		X	Collaborative effort - FCPS? Cooperative Extension? Farm Bureau?
D7		Implement stronger Code Enforcement on the County's Spot Blight Abatement program	X	X	
D8		Review the Subdivision Ordinance on Cluster subdivisions; large lot subdivisions.		X	
D9		Review the Zoning Ordinance to look at higher density options between CPA and R4.		X	
E		FINANCIAL STEWARDSHIP AND EFFICIENCY			

#	Complete	2022 Two Year Goals	Year 1	Year 2	Notes
E1		Reduce the County's reliance on creating and mailing paper checks for payments and implement expanded ACH/EFT transaction options.	X		
E2		Implement credit card payment option for citizen at all County funds collection points through MUNIS Cashiering process.	X	X	
E3		Plan for ways to adequately fund, implement and standardize the Capital Improvement Plan, eliminating deferred CIP projects.		X	